AIRWays Reporting User Guide

2019–2020

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Prepared by the American Institutes for Research®

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Introduction to the User Guide

This user guide gives instructions on using the AIRWays Reporting System for the following:

- Accessing interim assessment data.
- Scoring interim assessments.

- **How to Navigate Reports**
- **How to Set Up Your Reports So They Make Sense**
- **How to Export and Print Data**
- **How to Score Items**

There is also an appendix with additional information and instructions.

Login Process

This section describes how to log in to the AIRWays Reporting System.

Do not share your login information with anyone. All HSAP systems provide access to student information, which must be protected in accordance with federal privacy laws.

How can I log in to the AIRWays Reporting System?

1. Navigate to the HSAP Portal (https://alohahsap.org).
2. Select your user role.

Figure 1. Portal User Cards

3. Click the **AIRWays Reporting** card.

Figure 2. Card for AIRWays Reporting

4. The ***Login*** page appears. Enter your email address and password.

5. Click **Secure Login**.

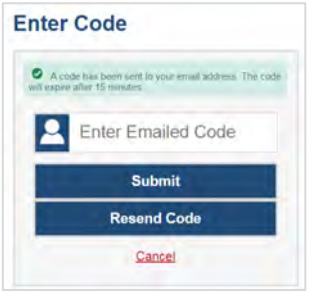
   a. If you have not logged in to AIRWays Reporting using this computer or browser before, or if you have cleared your browser cache, the ***Enter Code*** page appears and an email is sent to your address. This applies every time you access TIDE using a new computer or a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.

      - In the *Enter Emailed Code* field, enter the emailed code.
      - Click **Submit** to view the TA Site.

      Note: If the code has expired, click **Resend Code** to request a new code.

Figure 3. Login Page

Figure 4. Enter Code Page



6. A pop-up message prompts you to select your testing institution and user role. Select your institution and user role from the drop-down list and click **Continue**. The dashboard for your user role appears.

Figure 5. Select Role Window

About Usernames and Passwords

Your username is the email address associated with your account in Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from AIRAST-DoNotReply@airast.org that contains a link to the HSAP TIDE system, where you can set up your password and select and answer a security question to activate your account. You must use the link to activate your account within 15 minutes of receiving the email.

- **If your first activation link expires:**

  If you did not activate your account within 15 minutes of receiving the first email containing the activation link, click the second link included in the activation email or select the **Request a new one for this school year** link in the **First Time Login This School Year?** section of the Login page. Enter your email address in the Email Address field and click Next. You will receive another email containing a new activation link, which also expires in 15 minutes.

- **If you forgot your password:**

  If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the ***Login*** page. Enter your email address in the *Email Address* field and click **Submit** (Note: Ensure that the email address you use is the one that your Principal or Test Coordinator used to register you in TIDE). You will receive an email containing a link to set up a new password, which also expires in 15 minutes. (It may take up to 10 minutes to receive the new email.)

- **If you did not receive an email containing account activation or authentication code:**

  Emails containing the account activation or password reset link come from AIRAST-DoNotReply@airast.org. Check your spam folder to make sure your email provider did not categorize it as "junk" mail. If you still do not have an email, contact your Test Coordinator to make sure you are listed in TIDE. Only users who have been added to TIDE will receive an email with an activation or password reset link.

- **Additional help:**

  If you are unable to log in, contact the HSAP Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

How to Navigate Reports

This section explains how to navigate your reports.

Note that while the AIRWays Reporting System functions the same for all Interim Assessments, the reports for the HSA Science (NGSS) and Biology 1 (NGSS) Interim Assessments will include more limited student result information than reports for the Smarter Balanced Interim Assessments. Information about student reports for the HSA Science (NGSS) and Biology 1 (NGSS) Interim Assessments may be found in the Appendix.

How to Understand Which Students Appear in Your Reports

- Teachers can view data for all students in their classes (rosters) who have completed assessments. They can also view data for students to whom they have administered assessments in the current school year.
- School-level users can view data for all students in their schools who have completed assessments.
- District-level users can view data for all students in their districts who have completed assessments.

How to Understand the AIRWays Reporting Dashboard

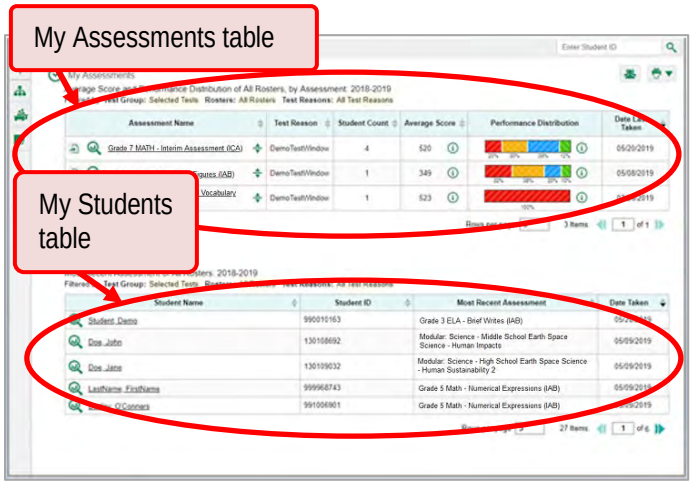
When you log in to the AIRWays Reporting System, the first thing you see is the dashboard where you can view overall test results for all your tests, listed by test. Teachers can also view a list of their students.

How can I use the dashboard to view my overall test results?

On the dashboard, teachers see two tables, as in Figure 6:

- The My Assessments table, listing all your assessments.
- The My Students table, listing all your students.

Figure 6. Teacher View: Dashboard

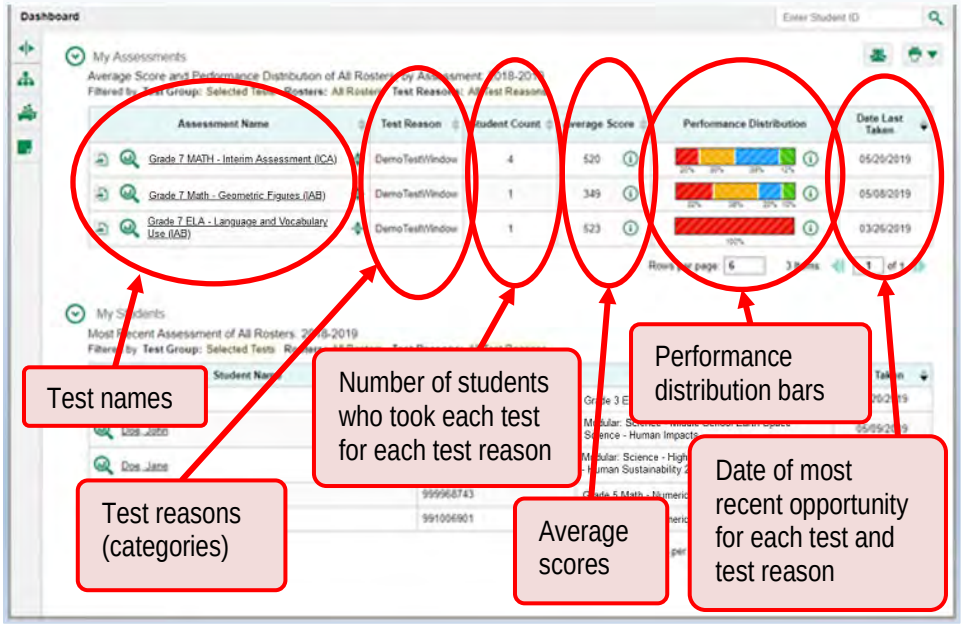


Complex area-, complex- and school-level users see just one table, as in Figure 7. Like the first table on the teacher dashboard, this table lists all your assessments.

Figure 7. School-Level User View: Dashboard

For each test, the assessments table shows the test reason (a category assigned to an assessment), number of students who took the test, average score, performance distribution, and date the test was last taken. You will see similar data in other reports in the AIRWays Reporting System.

Figure 8. Teacher View: Dashboard



If a message appears saying “There are no assessments to display” or “There are no students to display”, there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

For Teachers and School-Level Users: How to View Student-Level Data for All Your Classes (Rosters)

You can view all of your students across classes (rosters).

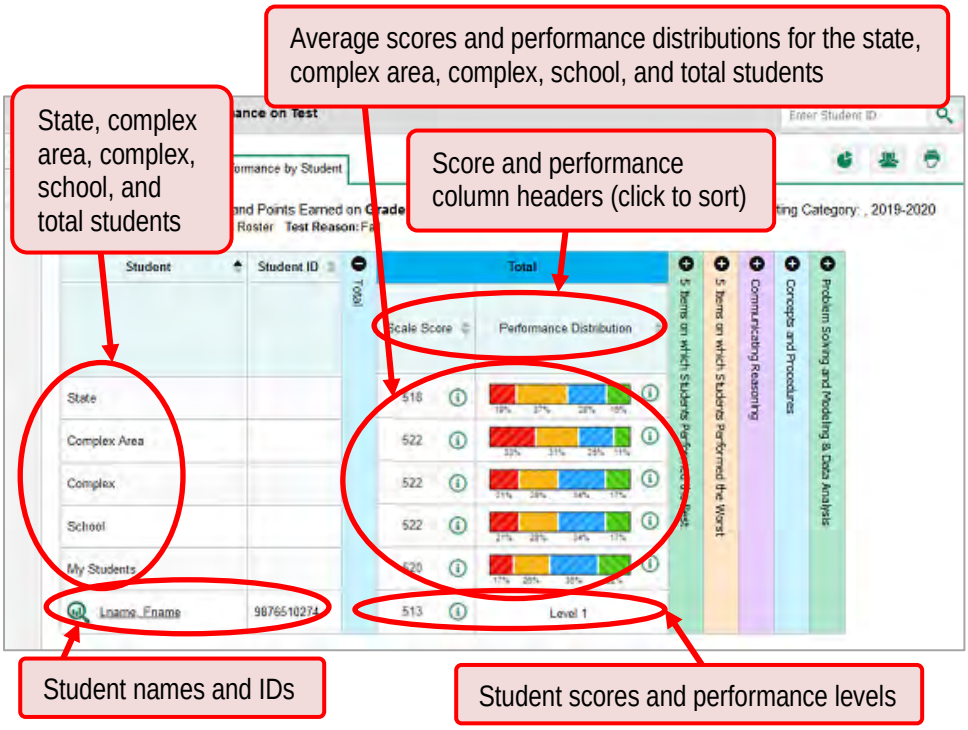
How can I view a list of all my students and their performance on a particular test?

The **Performance by Student** tab (Figure 9) displays test results for each of your students across classes (rosters). In order to see the results for all your students, follow the instructions below.

1. Starting from the dashboard that appears when you log in, click a test name (or beside it) in the table at the top of the page.

2. In the report that appears, select the **Performance by Student** tab. You will see results for all your students. The first few rows also show aggregate performance data for your state, complex area, complex, school, and/or total students.

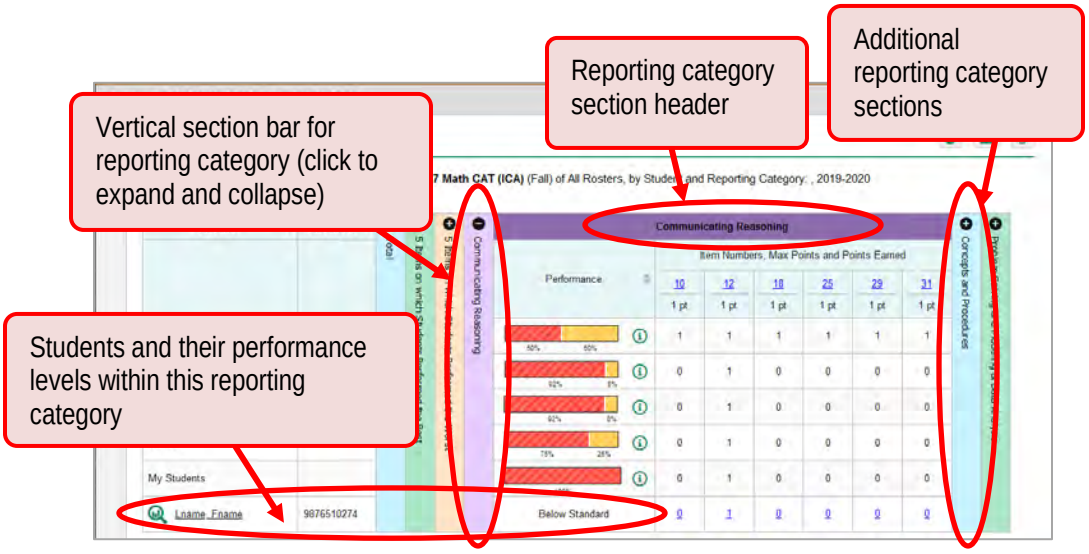
Figure 9. My Students' Performance on Test Report: Performance by Student Tab



To see which students performed best, click the score or Performance columns to sort them.

You can view your students' performance in each area of the test by clicking the reporting category section bars to expand them.

Figure 10. My Students' Performance on Test Report: Performance by Student Tab: Reporting Category Section



How to View Test Results for Classes (Rosters) on a Particular Test

You can view a list of classes (rosters) that took a particular test, and you can also view the test results for a particular class.

How can I access test results for all my classes (rosters)?

The **Performance by Roster** tab (Figure 11) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

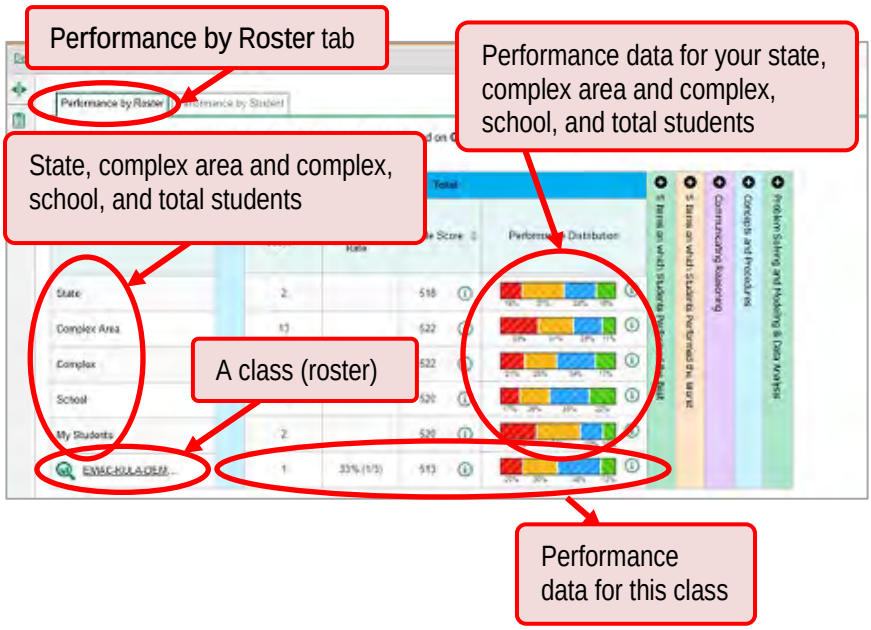
- **Teachers and school-level users:** From the dashboard that appears when you log in, click a test name (or beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role.
- **Complex area and complex-level users** can view all classes (rosters) in a school. To do so, follow these instructions:

  a. From the dashboard that appears when you log in, click a test name (or beside it) in the table of assessments. A page of complex area and complex test results appears, listing schools within the complex area and complex.

  b. Click a school name (or beside it). The School Performance on Test report appears.

The report shown here (Figure 11) displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your state, complex area, complex, school, and total students.

Figure 11. My Students' Performance on Test Report: Performance by Roster Tab

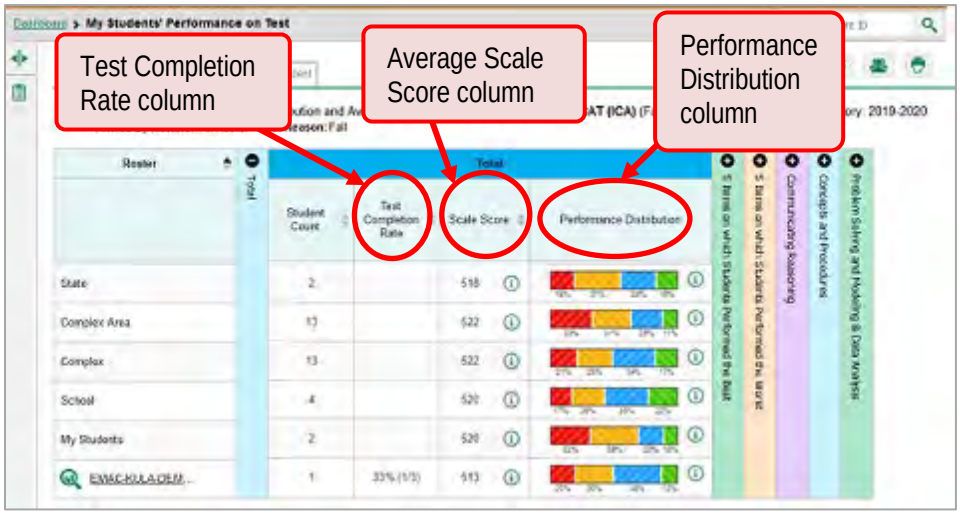


How can I see which classes (rosters) performed best on this assessment?

To see which classes performed best on the test, do either of these things:

- Click the score column header to sort by score.
- Look at the bars in the Performance Distribution column.

Figure 12. School Performance on Test Report: Performance by Roster Tab



How can I see which classes (rosters) had the highest test completion rates?

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (see Figure 12).

How can I see how well classes (rosters) performed in each area on the test?

For tests with reporting category sections, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 13), you

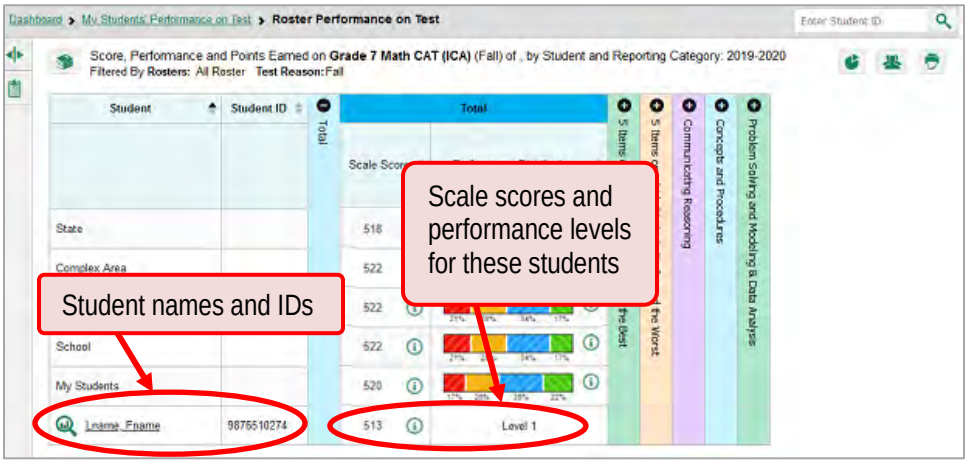
can view a performance distribution bar for each class (roster) under the reporting category Communicating Reasoning.

Figure 13. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

How can I access test results for an individual class (roster)?

The prior section explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or beside it). The class results listed by student appear (Figure 14).

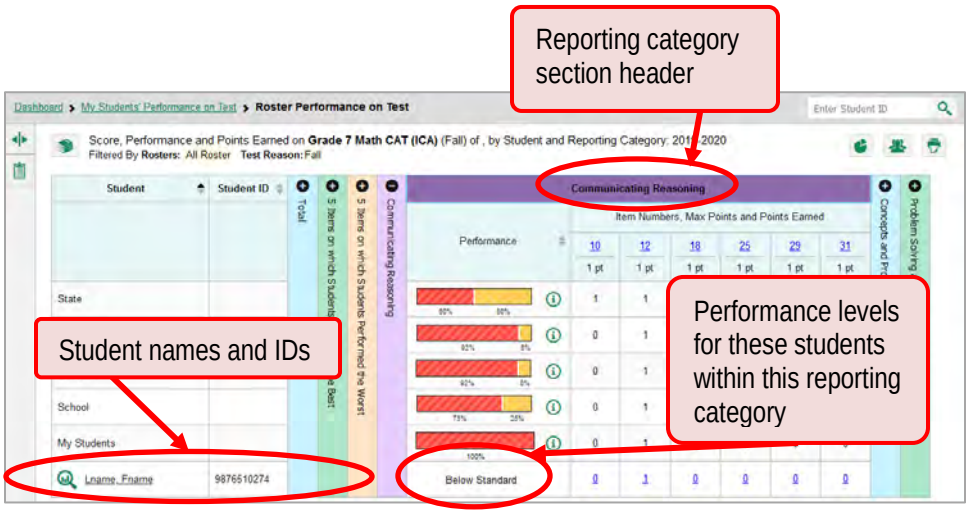
Figure 14. Teacher View: Roster Performance on Test Report



How can I see how well students in my class (roster) performed in each area on the test?

You can compare the performance of your students in each area of the test using the reporting category sections, as shown in Figure 15. Click the vertical section bar to expand each section.

Figure 15. Teacher View: Roster Performance on Test Report with Expanded Reporting Category Section



For Complex Area-, Complex- and School-Level Users: How to View Test Results for a School on a Particular Test

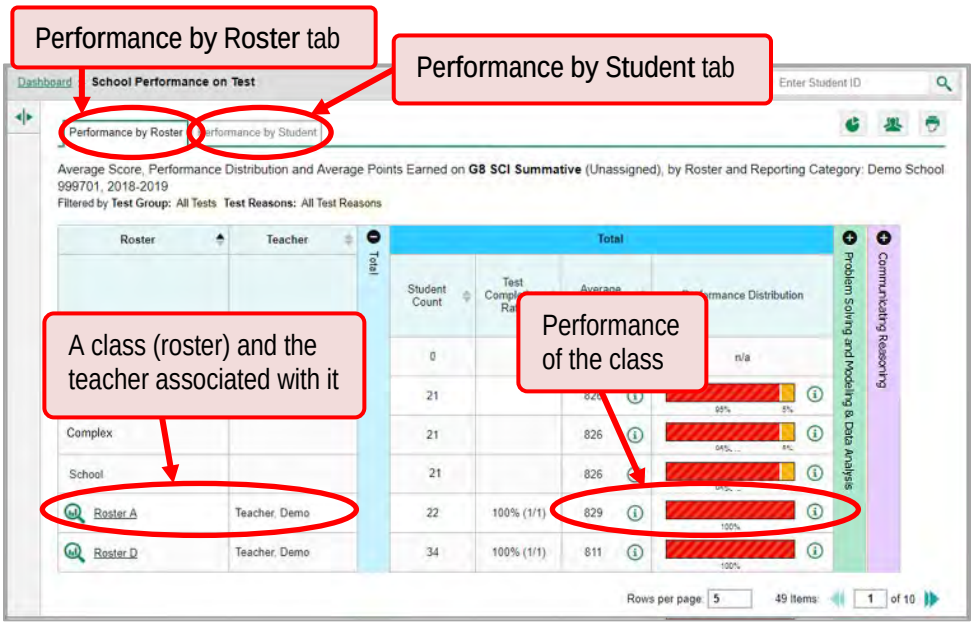
You can view test results for all the students in a school on a particular test.

How can I access test results for a school?

- **School-level users:** Starting at the dashboard that appears when you log in, click the name of the test (or beside it).
- **Complex area and complex-level users:**
  a. Starting at the dashboard that appears when you log in, click the name of the test (or beside it). A table listing test results by school appears.
  b. Click the name of the school (or beside it) for which you would like to see results.

The test results for the school appear. The **Performance by Roster** tab is open by default.

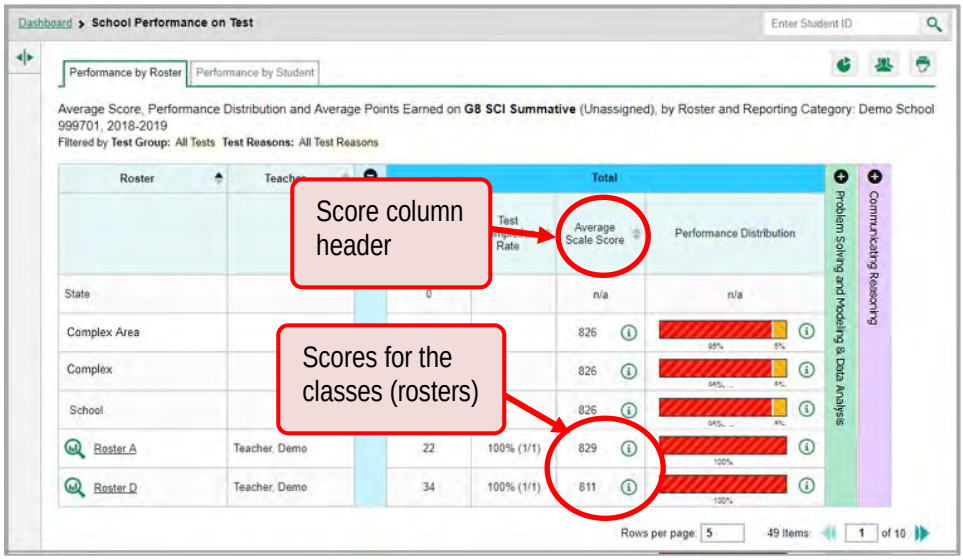
Figure 16. School Performance on Test Report: Performance by Roster Tab



How can I see which classes (rosters) performed best on this assessment?

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see Figure 17). If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

Figure 17. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score



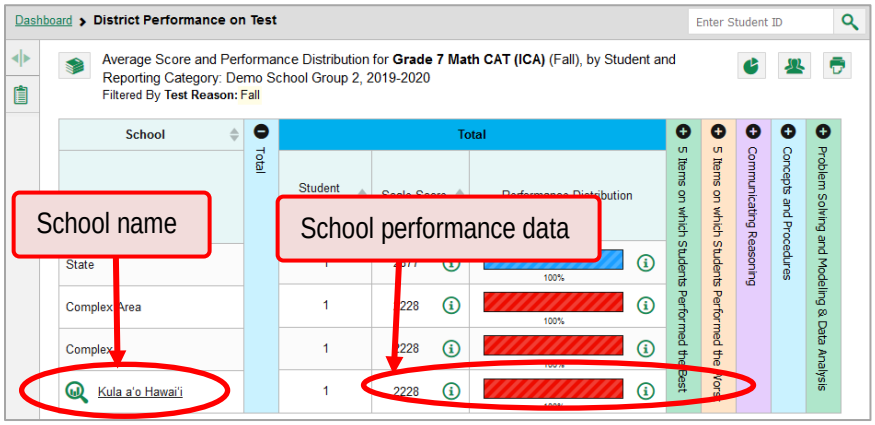
For Complex Area And Complex-Level Users: How to View Test Results for a complex area and complex on a Particular Test

You can view test results for a complex area and/or complex on a particular test.

How can I access test results for a complex area and complex?

On the dashboard that appears when you log in, click the name of a test (or beside it). A list of the schools in your complex area and/or complex appears, with data.

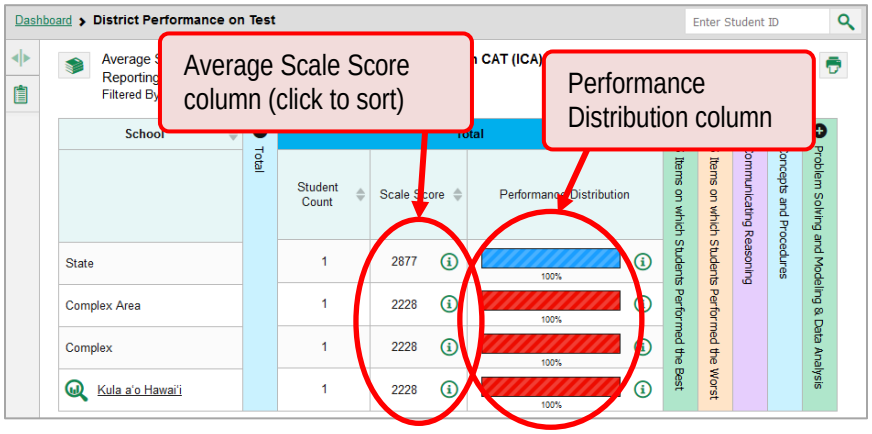
Figure 18. Complex Area And Complex Performance on Test Report



How can I see which schools in the complex area and complex performed best on this assessment?

Look at the score column and/or Performance Distribution column, and click the score column to sort by it (as in Figure 19).

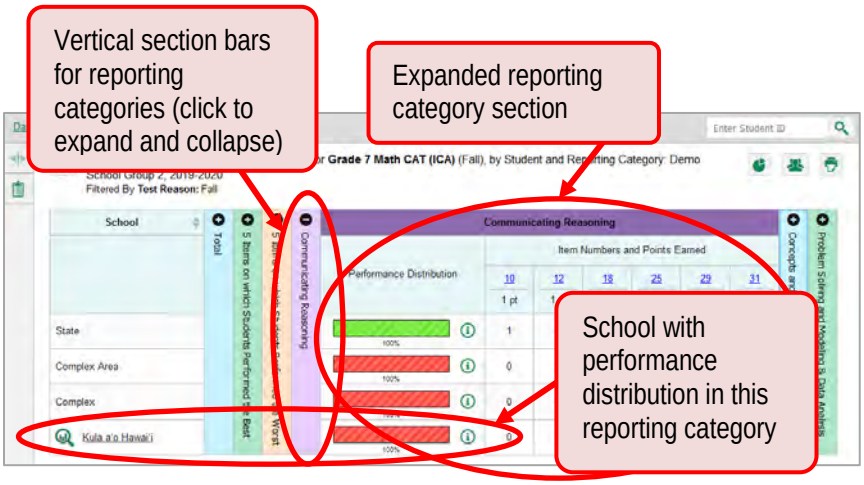
Figure 19. Complex Area And Complex Performance on Test Report Sorted by Score



How can I see how well schools in the complex area and complex performed in each area on the test?

Click the vertical section bars to expand the reporting category sections.

Figure 20. Complex Area And Complex Performance on Test Report with Expanded Reporting Category Section



How to Track Student Performance Over Time

You can view your students' performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students' performance has improved or declined. Each Longitudinal Report displays performance data for one of the following:

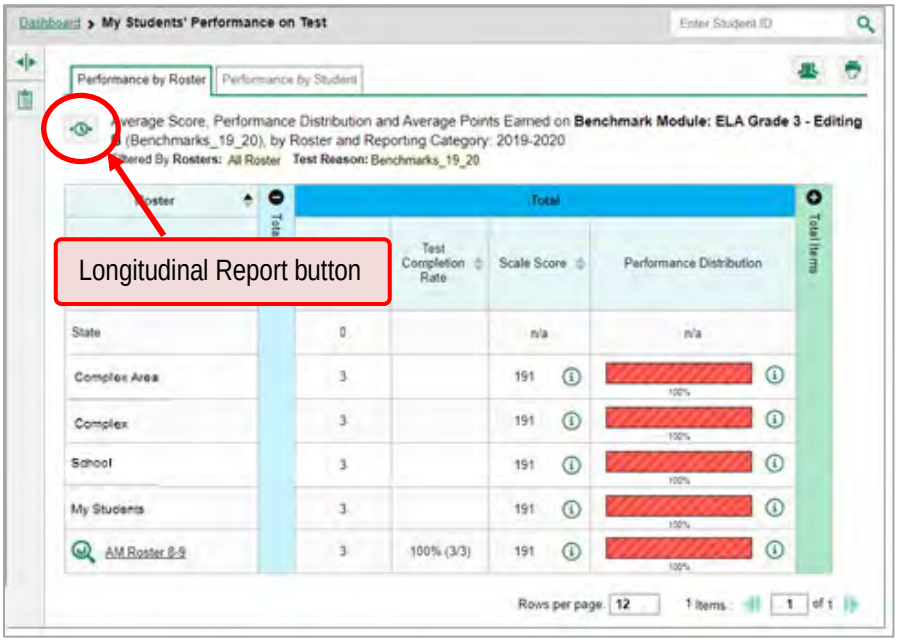
- A group of students who completed every assessment available in the report.
- An individual student.

How can I access a Longitudinal Report comparing related assessments?

If the student(s) in your test results have completed multiple related assessments, a Longitudinal Report is available in the reports for each of those assessments.

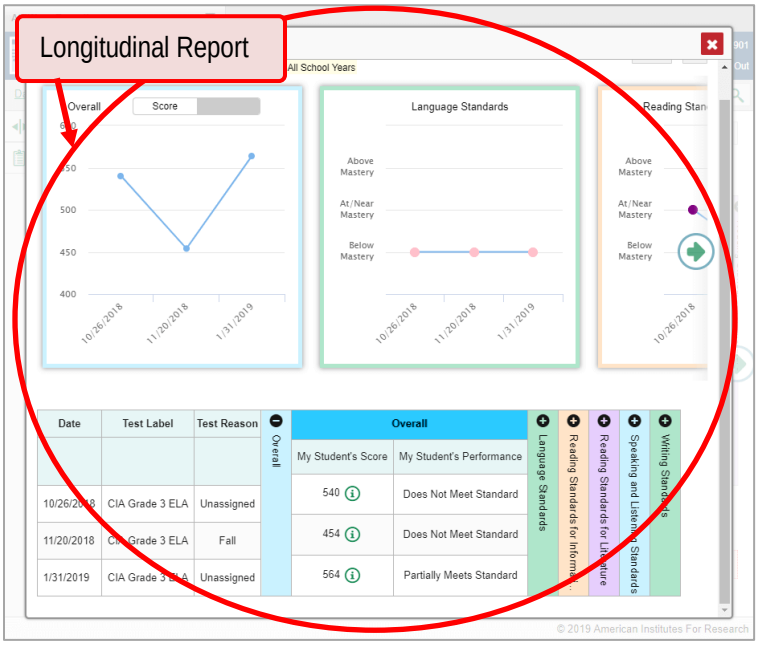
On a page of test results, click the clock button in the upper-left corner (either directly on the page or within a context menu , depending on whether additional assessment resources are available).

Figure 21. My Students' Performance on Test Report



- In most cases, the Longitudinal Report appears immediately.

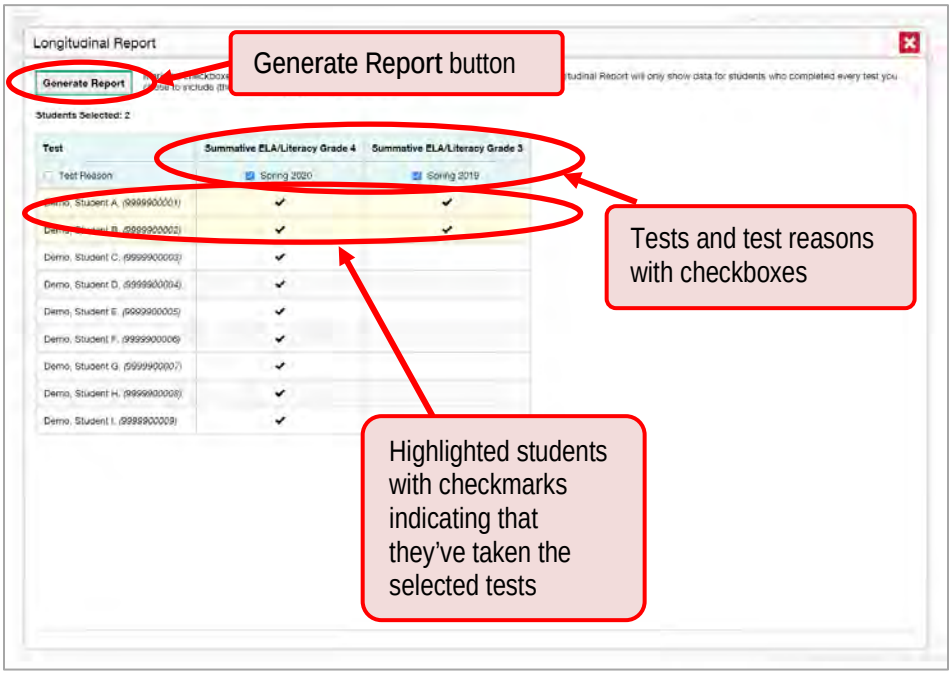
Figure 22. Longitudinal Report Window: Report for a Single Student



- If you're a teacher and the test results you're looking at are for multiple students, a report options page appears (see Figure 23), displaying a table with columns for each related test completed by students in the report. This page does not appear if you're looking at an individual student.

- A sub-column appears for each test reason (category of test).
- The cells in the columns display checkmarks ✔ to indicate which students completed which test/test reason combinations.

Figure 23. Longitudinal Report Window: Report Options Page



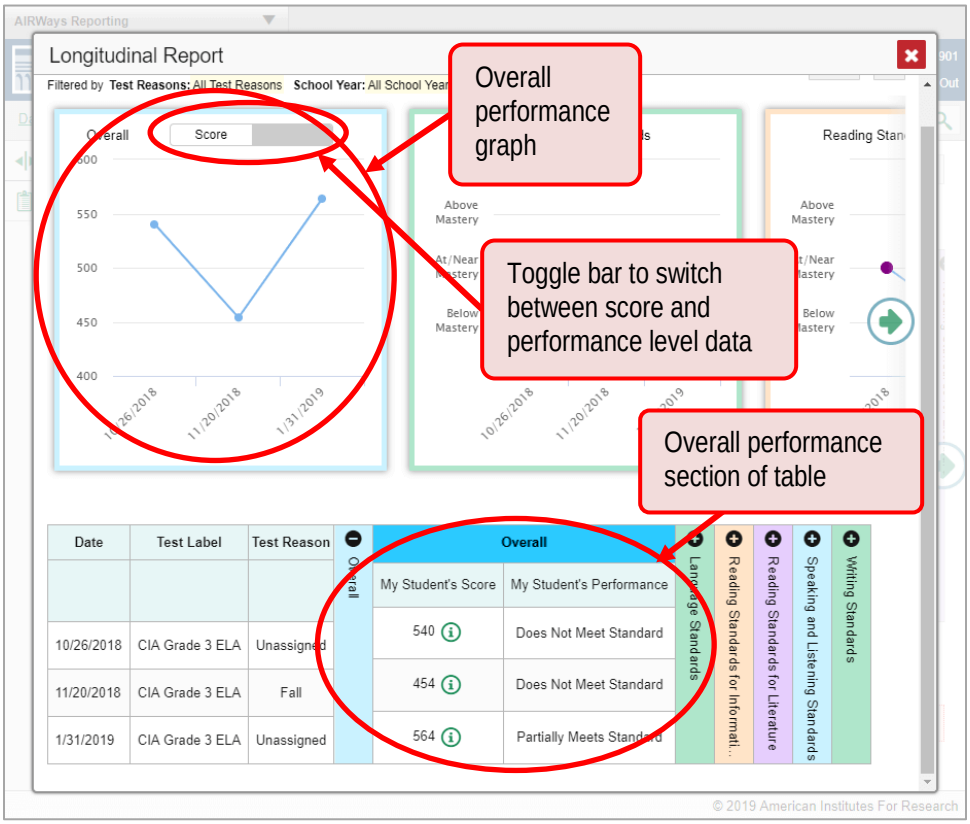
- Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all, or clear it to remove all. The test opportunities that will be included are highlighted in yellow.
- Click **Generate Report** to view the Longitudinal Report. You can always modify your selections by clicking the **Report Options** button in the upper-right corner of the report.

How can I view students' overall performance data on the assessments over time?

Look at the graph in the upper-left corner of the Longitudinal Report. It shows the scores or performance levels of the student or students each time they took the test.

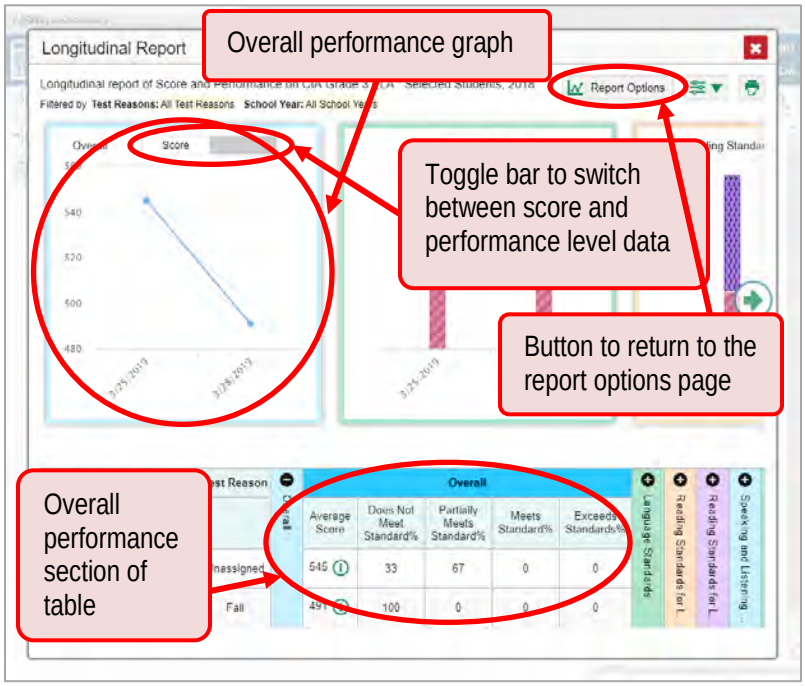
Score data are plotted along a line with the dates on the *x* axis and the scores on the *y* axis (see Figure 24). A slope inclining upwards indicates improvement, a slope downwards indicates a decline in performance, and a flat line shows that performance has remained roughly the same.

Figure 24. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories



Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

Figure 25. Teacher View: Longitudinal Report Window: Report for Multiple Students with Multiple Reporting Categories



Mouse over the points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report, look at the **Overall** section.

How can I switch between score data and performance level data?

When a graph offers both score and performance level data, a toggle bar appears at the top of it (see Figure 25). Click the toggle bar to switch. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.

How can I see students' performance in different areas over time?

Look at the reporting category graphs to the right of the overall performance graph, or look at the expandable reporting category sections in the table at the bottom (see Figure 26). Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

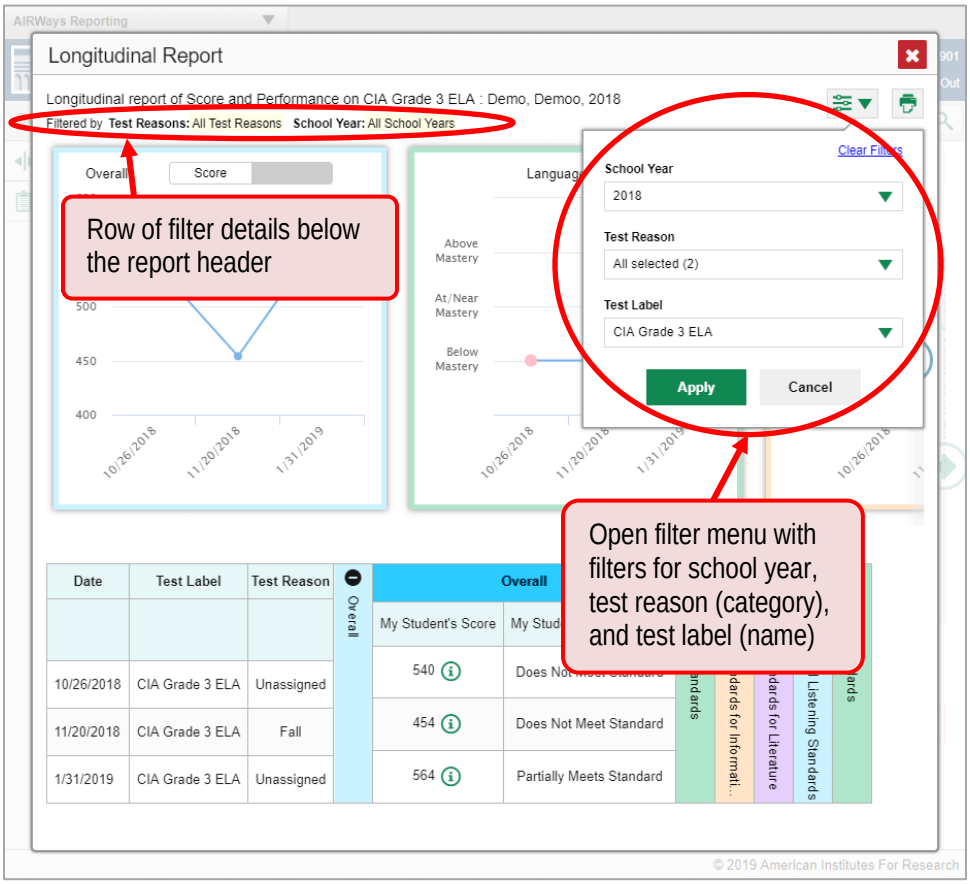
Figure 26. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories

How can I show some test opportunities and not others in the report?

You may want to filter a Longitudinal Report in order to focus on some test opportunities and not others.

1. Open the filter menu at the upper-right corner and select the filter options you prefer from the drop-down lists.

Figure 27. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories



- You may want to filter by a particular school year or years. Note that years are not calendar years. "2019" refers to the 2019–2020 school year. By default, Longitudinal Reports show data for all years.

  Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students' performance on last year's sixth-grade tests.

- You may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only tests taken in the spring.

- Finally, you may find that certain tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don't want to see.

2. Click **Apply**. Filtering tests may affect the set of students whose data is included in the report.

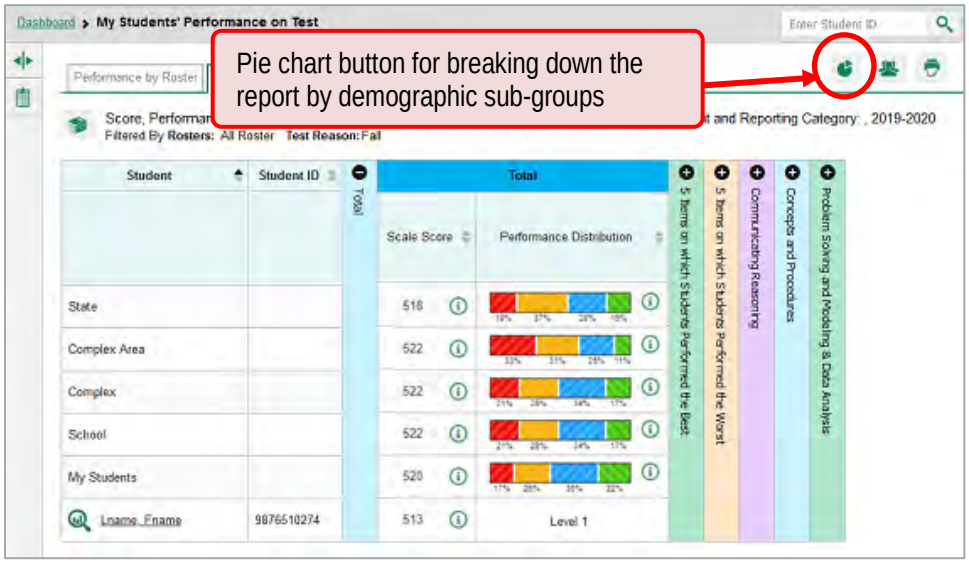
3. *Optional*: To revert all filters to their defaults, open the filters menu again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header (see Figure 27), showing the test reasons and school years included in the report.

How to View Test Results Broken Down by Demographic Sub-Groups

You can use the pie chart button at the upper-right corner of a report (see Figure 28) to compare performance between different demographic sub-groups. This pie chart button is available for most aggregate test results.

Figure 28. My Students' Performance on Test Report



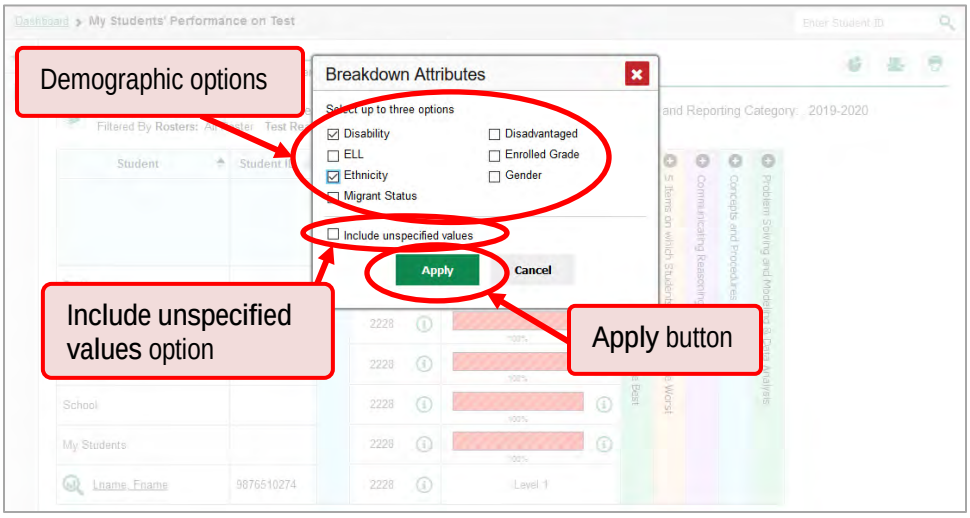
How can I view test results broken down by demographic sub-groups?

To view test results broken down by demographic sub-groups, do the following:

1. Click the pie chart button at the upper-right corner (see Figure 28).

The ***Breakdown Attributes*** window opens (see Figure 29).

Figure 29. Breakdown Attributes Window



2. Select up to three student demographic categories.

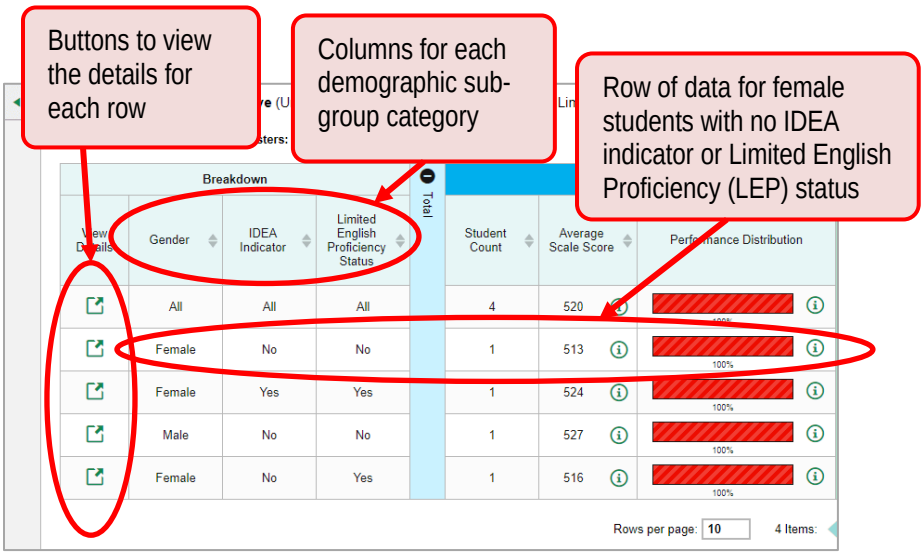
   There is also an **Include unspecified values** checkbox, explained below:

   - Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
   - To include data for these students, mark the checkbox.

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see Figure 30).

Figure 30. Demographic Breakdown of a My Students' Performance on Test Report

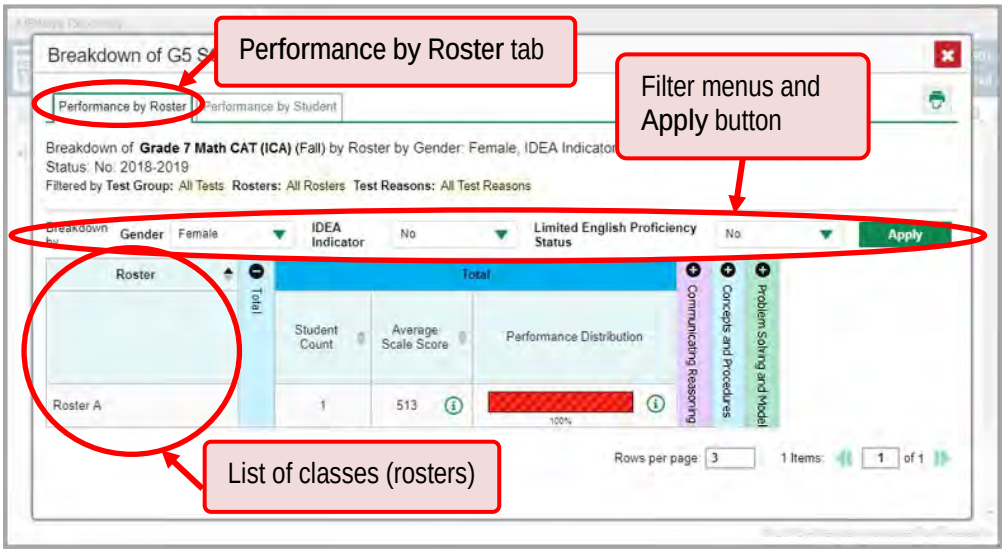


How can I view test results for a particular demographic sub-group or combination?

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see Figure 30).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups. See Figure 31.

Figure 31. Demographic Combination Breakdown Window (from School Performance on Test Report)



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.

You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which schools are most successful at teaching girls in the first grade.

How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken.

How can I access test results for an individual student on a particular test?

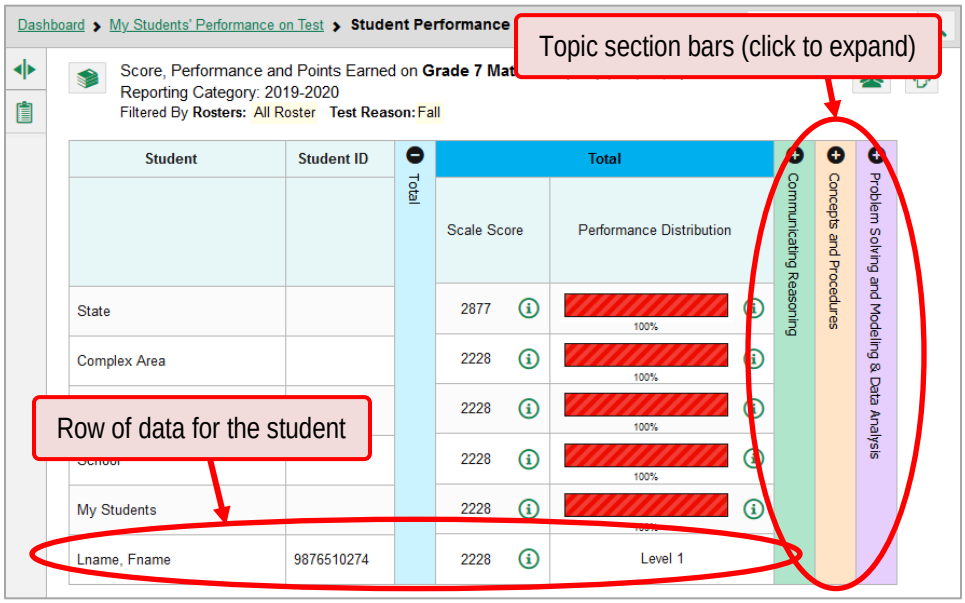
Teachers and school-level users:

1. Go to the dashboard and click a test name (or beside it) in the table of assessments. A page of test results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student (or beside it) in the report. The Student Performance on Test report appears (Figure 32).

Complex area and complex-level users:

1. Go to the dashboard and click a test name (or beside it) in the table of assessments. A page of complex area and complex test results appears (the Complex area and complex Performance on Test report).
2. Click a school name (or beside it). The School Performance on Test report appears.
3. Follow the same steps as teachers and school-level users, starting with step 2.

Figure 32. Teacher View: Student Performance on Test Report



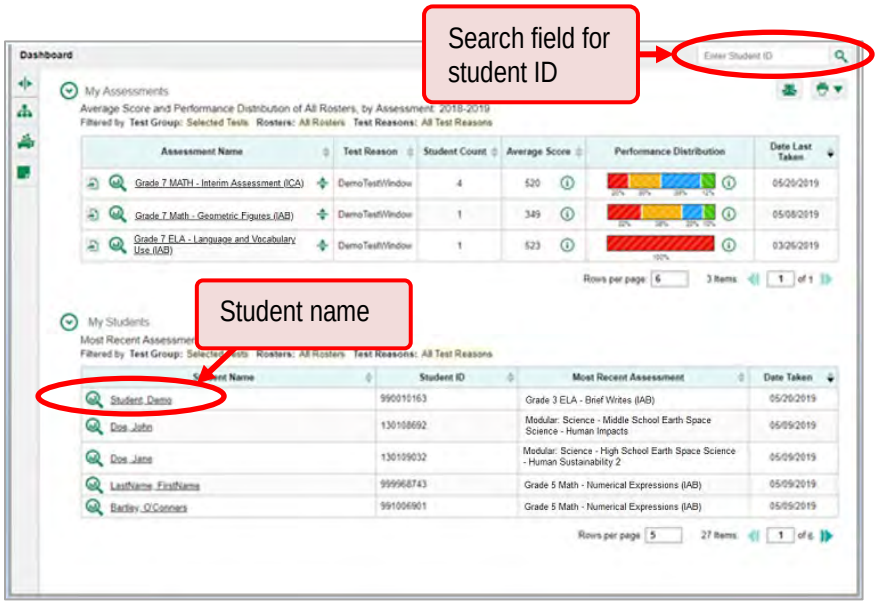
You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand.

How can I view a report for all the assessments a student has completed over time?

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing performance on tests that have multiple opportunities, and for interim tests that were administered multiple times throughout the year.

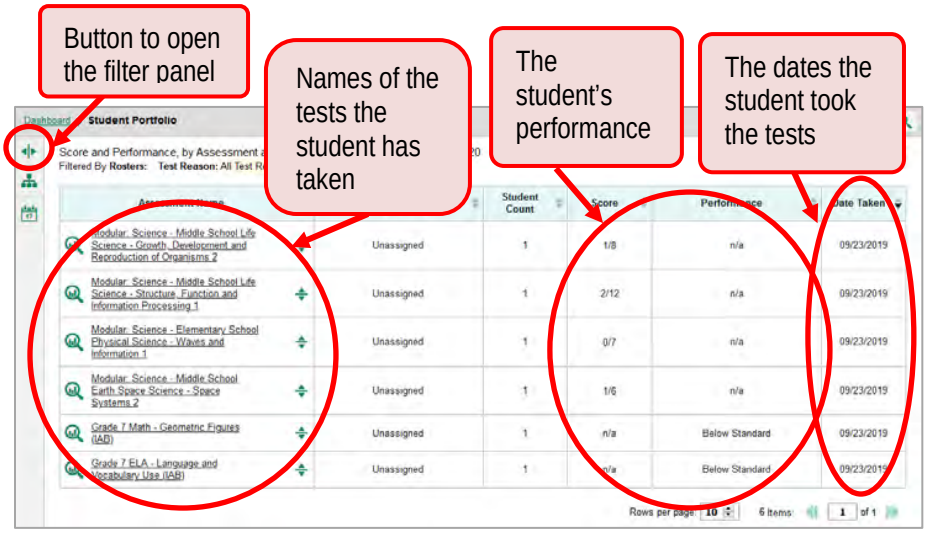
To access this report, enter the student's SSID in the search field in the upper-right corner and click (see Figure 33). The Student Portfolio Report appears (see Figure 34).

Figure 33. Teacher View: Dashboard



Teachers can also access this report from the dashboard by going to the My Students table below the main assessments table and clicking a student's name (or beside it).

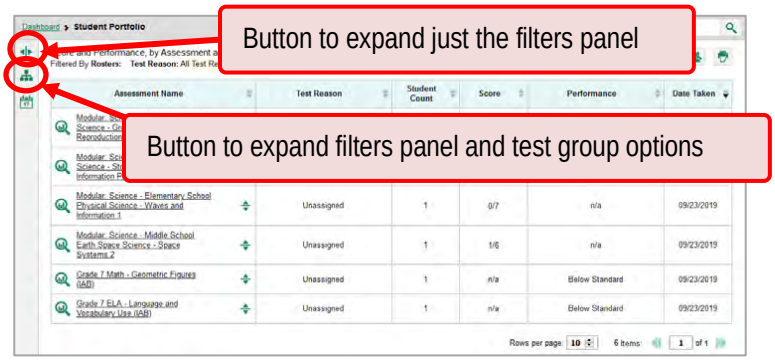
Figure 34. Student Portfolio Report



How can I use the Student Portfolio Report to view only the tests I'm interested in?

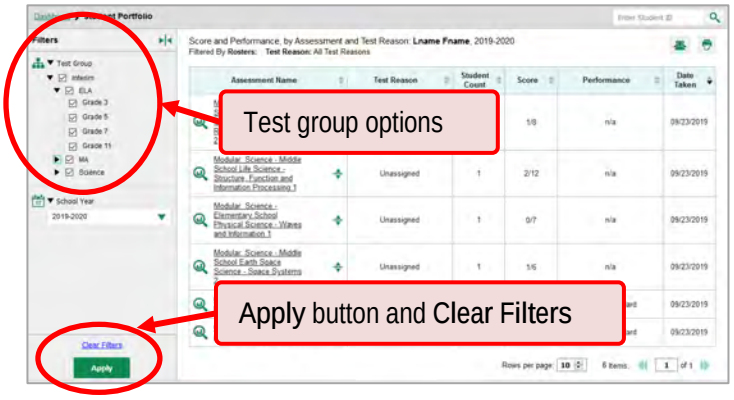
You can temporarily filter which tests you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don't want to see a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 35. Student Portfolio Report



1. On the left side of the Student Portfolio Report, click either the expand button or the test group button . The filter panel expands.

Figure 36. Student Portfolio Report with Expanded Filter Panel



2. Mark as many selections as you like in the **Test Group** section of the filters panel. Tests are organized by test type, subject, and grade.

3. Click **Apply**. The dashboard updates to show only data for those tests.

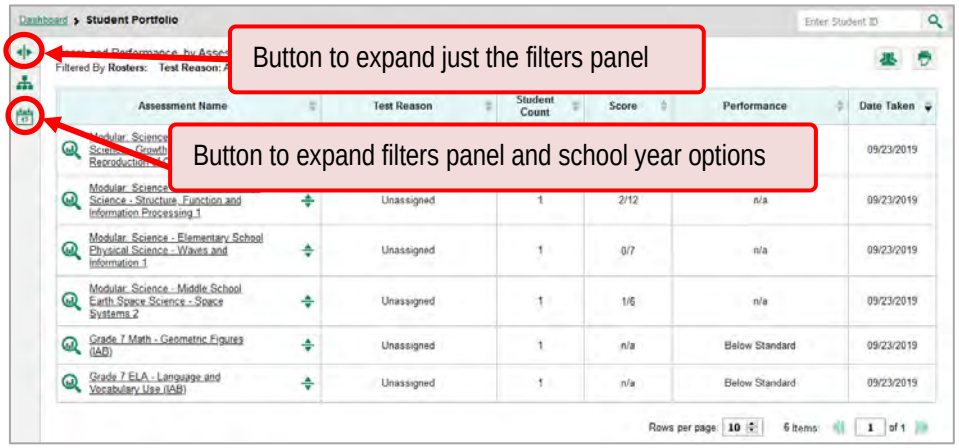
4. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

How can I view a student's performance on tests taken in a previous school year or years?

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student's progress. Student Portfolio Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view a current student's performance on last year's sixth-grade tests.

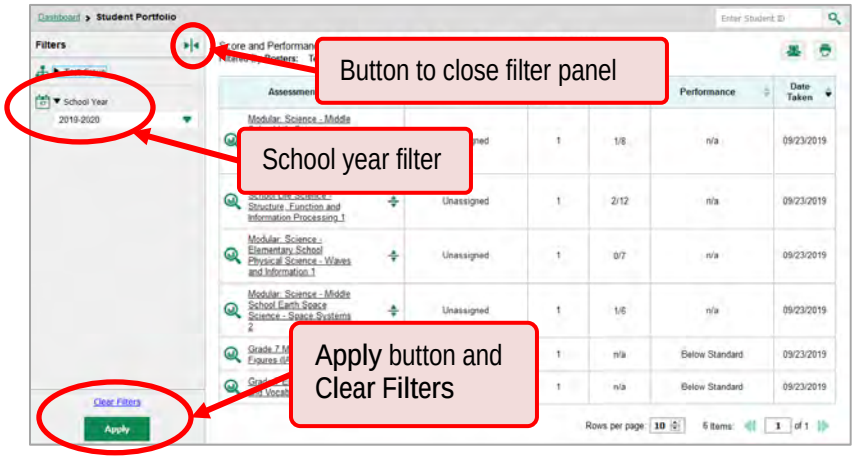
1. On the left side of the page, click either the expand button or the school year button. The filter panel expands.

Figure 37. Student Portfolio Report



2. Under **Year**, select a year or years.

Figure 38. Student Portfolio Report with Opened Filter Panel



3. Click **Apply**.

To switch back to the current year:

1. Open the filters panel again.
2. Click **Clear Filters**.
3. Click **Apply**.

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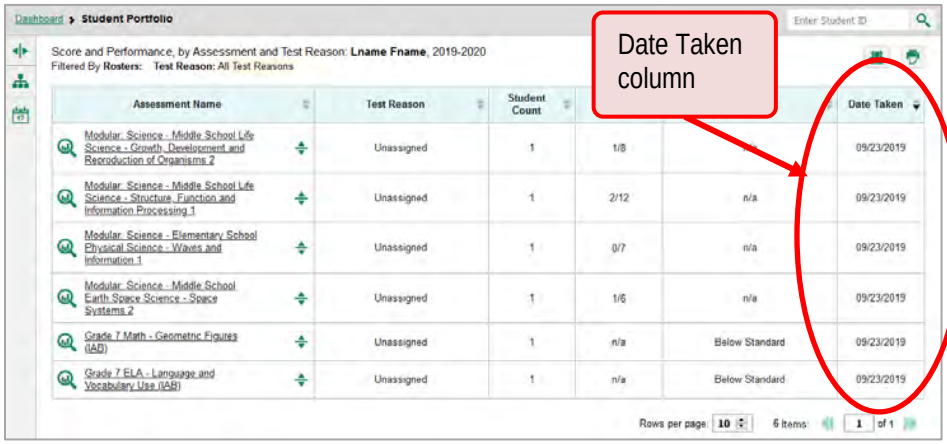
How can I see how a student performed on their most recent assessments?

In the Student Portfolio Report, click the Date Taken column header to sort by date. If you know what the performance levels on the various tests mean, you can even get a rough idea of how the student is performing over time.

Figure 39. Student Portfolio Report Sorted by Date Taken Column



How to Generate and Export Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a particular test opportunity (an instance of a student taking a test). ISRs are useful for sharing performance information with students and their parents.

What does an Individual Student Report (ISR) look like and how can I read it?

An ISR is a PDF that displays data on a test opportunity. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Sample ISRs are shown below.

- At the top of each ISR are the student name and SSID, the name of the test, complex area and complex, school, and any other relevant information.
- Below that is a summary of the student's performance. An ISR for a scale-scored test displays the student's performance on a vertical scale that includes all the cut scores and performance levels.
- Each ISR includes a comparison table showing the average performance of the state, complex area and complex, and school.
- The simple ISRs include a table detailing the student's performance in each reporting category.
- The detailed ISRs include item-level data, scoring assertions, and scoring assertion outcomes, as well as trend reports (Longitudinal Reports).

Figure 40. Detail of Individual Student Report (ISR): Math Interim (ICA)

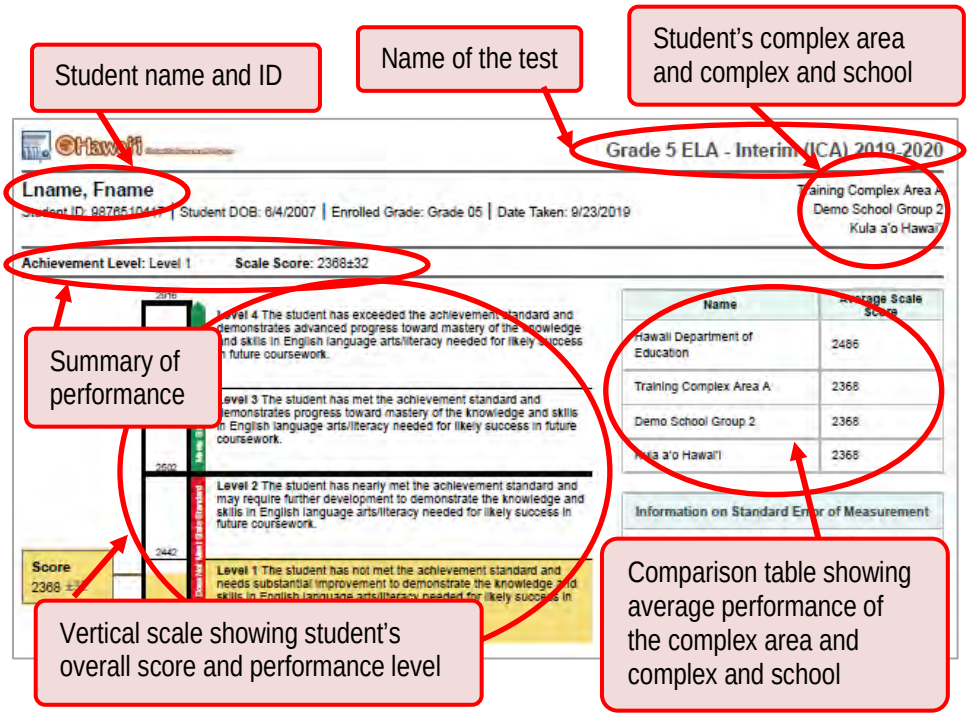


Figure 41. Detail of Individual Student Report (ISR): Math Interim (ICA)

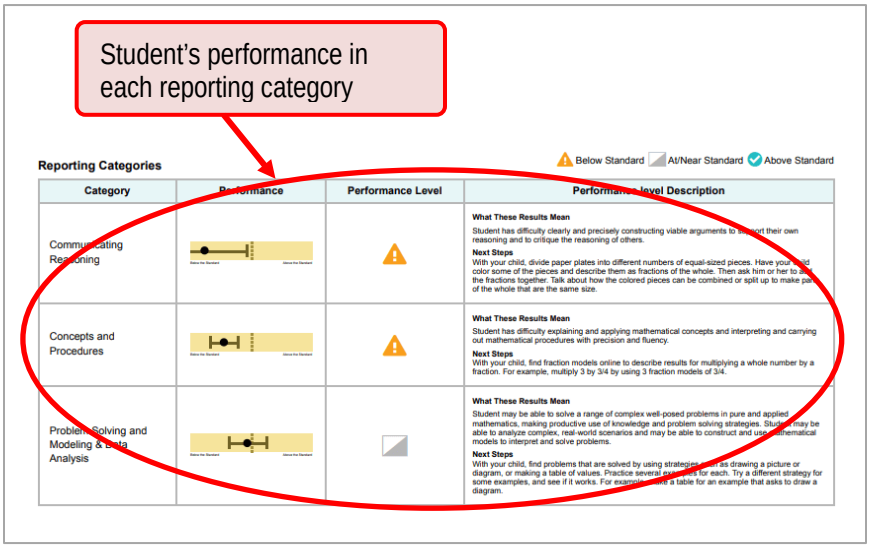


Figure 42. Detail of Individual Student Report (ISR): Trend Report

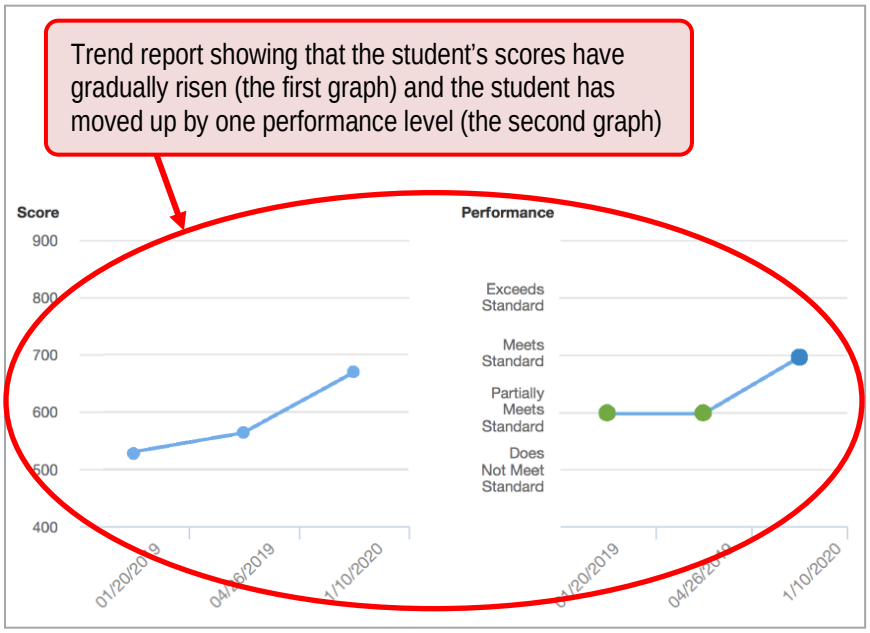
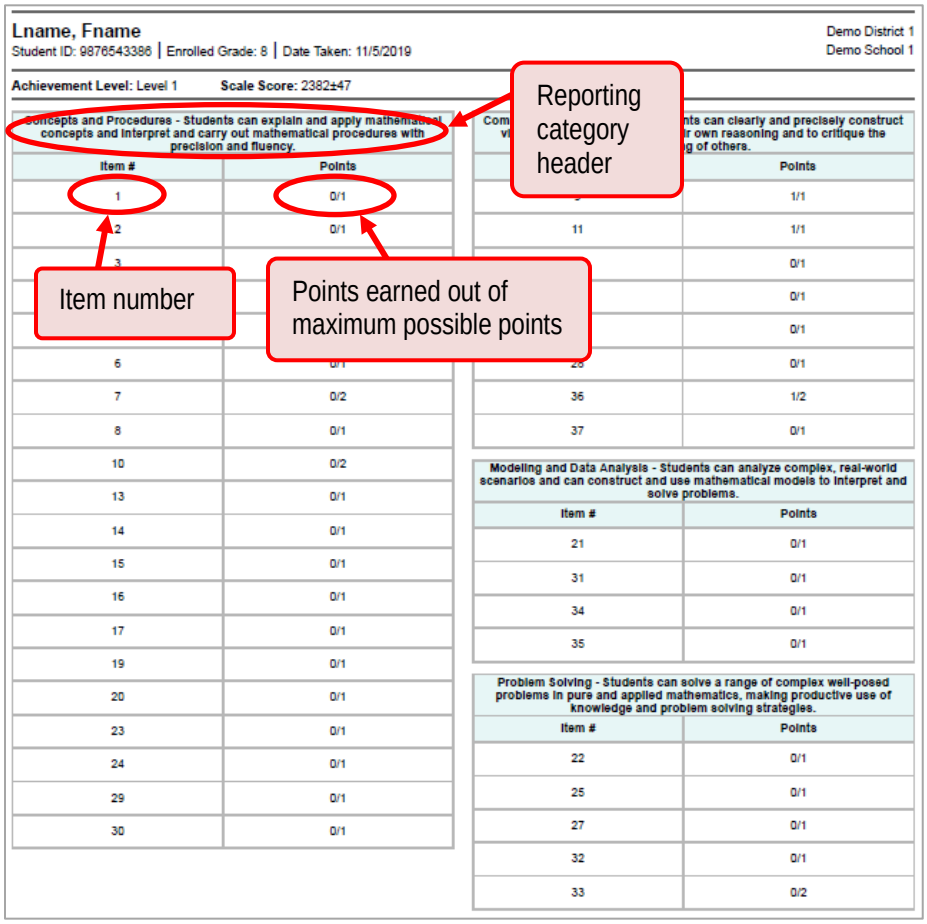


Figure 43. Individual Student Report (ISR) with Item-Level Data



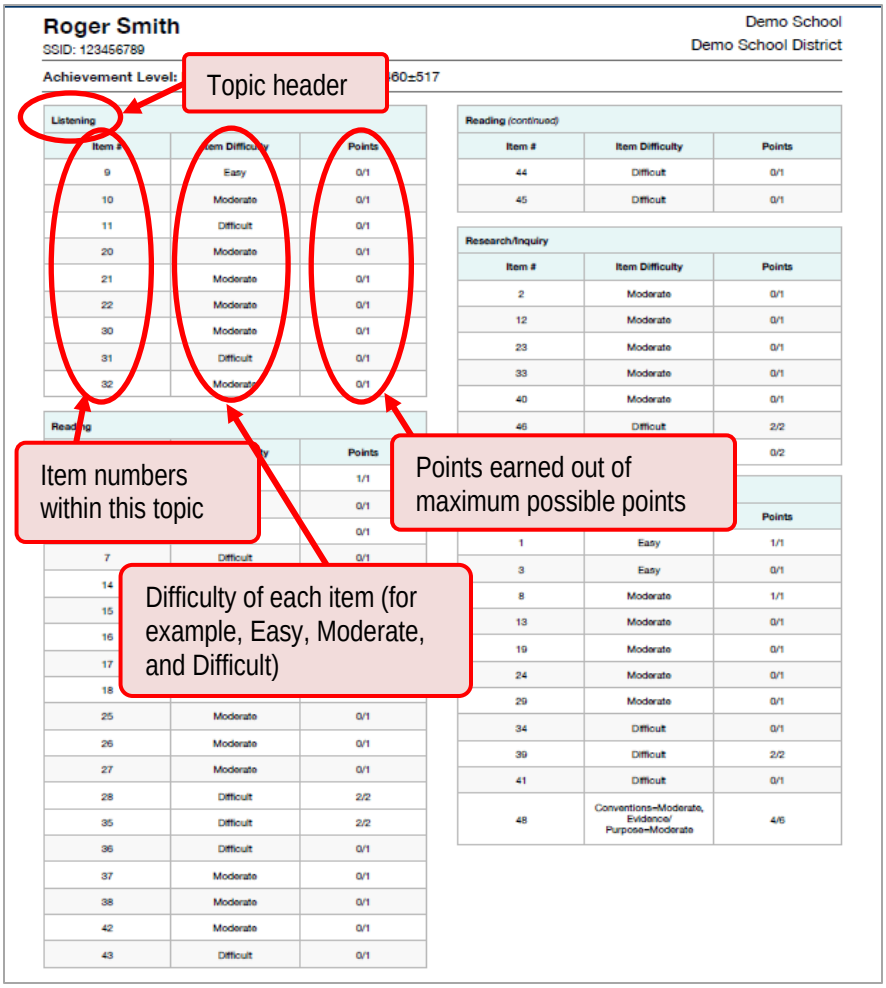
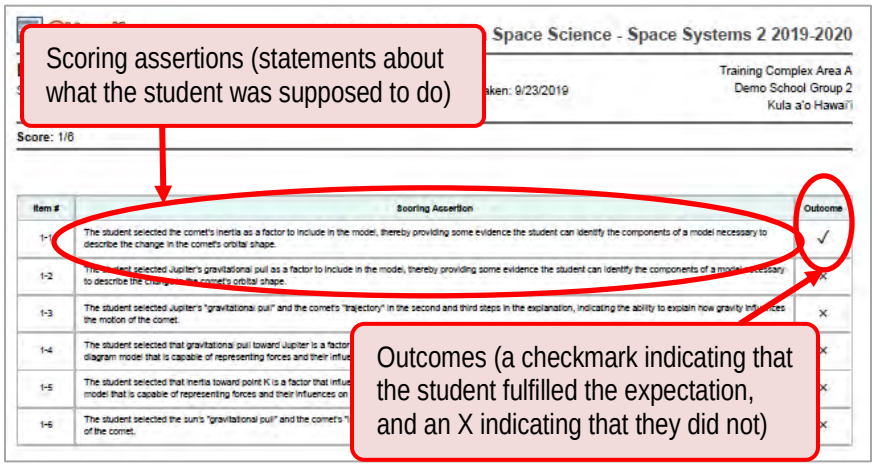


Figure 44. Detail of Individual Student Report (ISR): Science Interim with Scoring Assertions



How can I generate and export Individual Student Reports (ISR)?

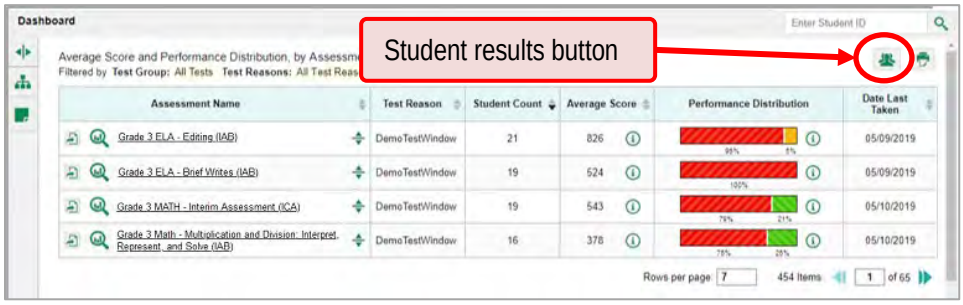
To generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), use the Student Results Generator. Each ISR shows a student's overall performance on their test plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any AIRWays Reporting page.

1. Click the student results button in the upper-right corner of the page (see Figure 45).

Figure 45. School-Level User: Dashboard



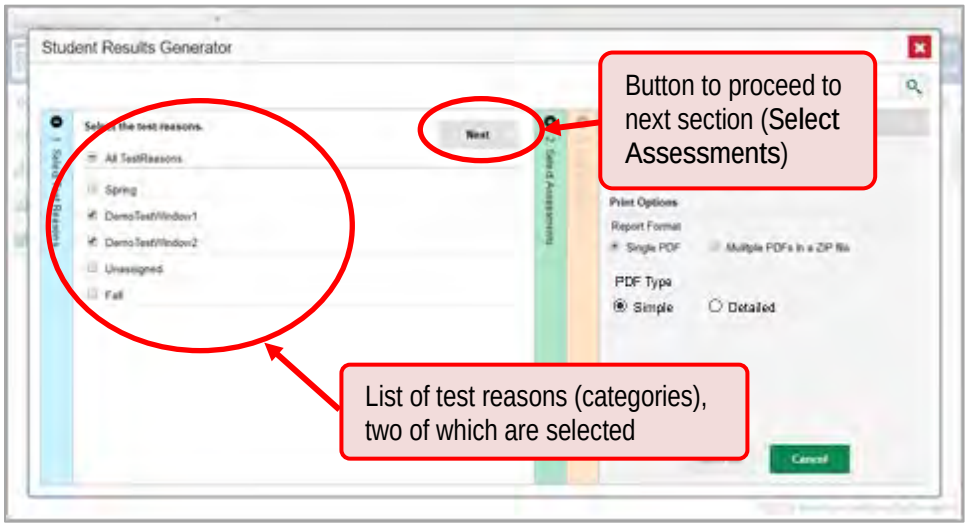
The ***Student Results Generator*** window opens (Figure 46).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.

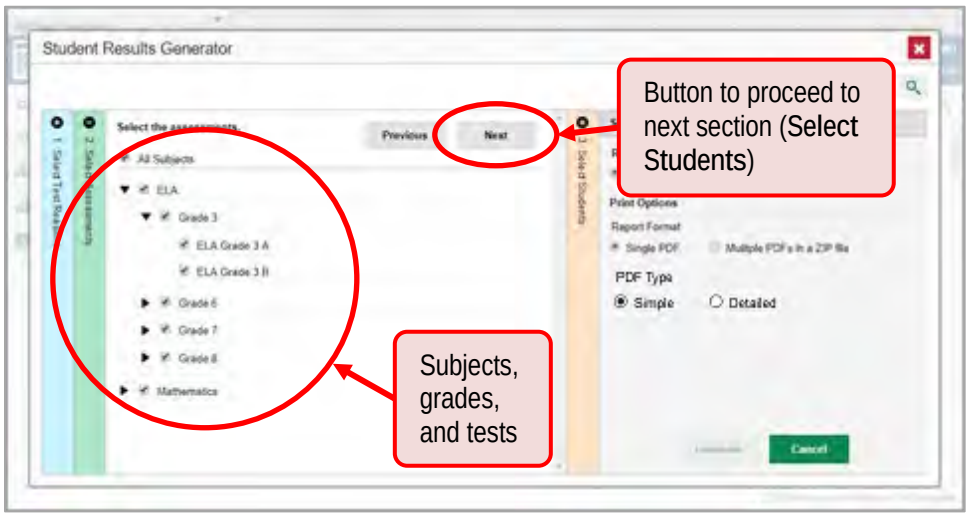
a. In the **Select Test Reasons** section (Figure 46), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are categories for tests.

Figure 46. Student Results Generator Window: Select Test Reasons Section



b. The **Select Assessments** section (Figure 47) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.

Figure 47. Student Results Generator Window: Select Assessments Section



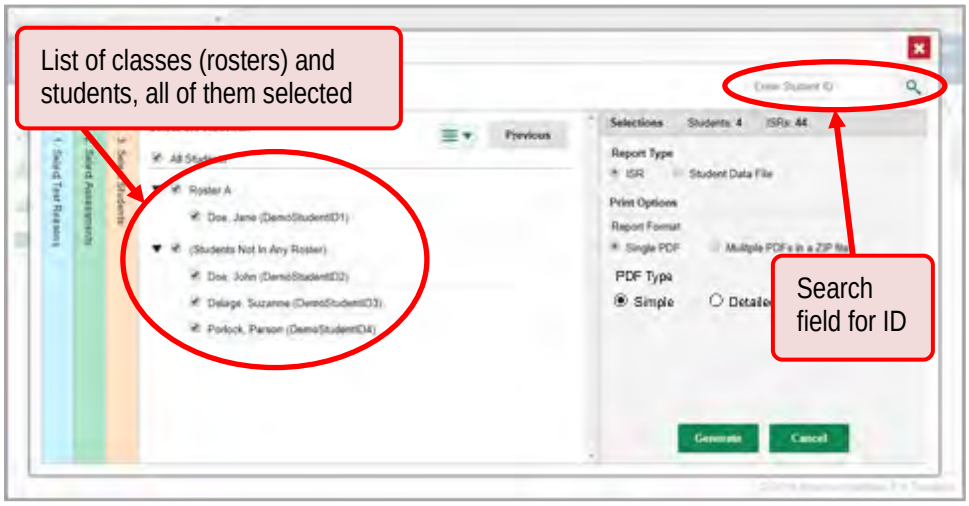
c. The **Select Students** section (Figure 48) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a complex area and complex-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.

   – Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.

   – Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

   – To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click 🔍. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 48. Teacher View: Student Results Generator Window: Select Students Section



The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated.

d. *Optional*: To set a a range of processing dates for which to generate results, use the filter menu as follows:

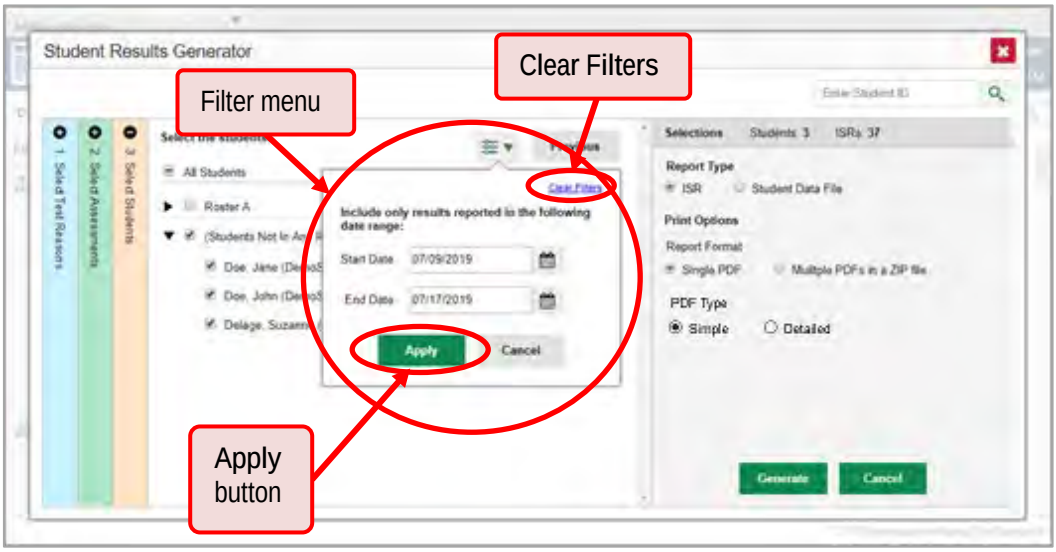
   i. Click the filter menu button . The filter menu opens, displaying two date fields.

   ii. Use the calendar tools to select dates, or enter them in the format `mm/dd/yyyy`.

   iii. Click **Apply**. The results are filtered to include only test opportunities processed by AIRWays Reporting in that date range. Note that processing date is not always the same as the date a test was taken.

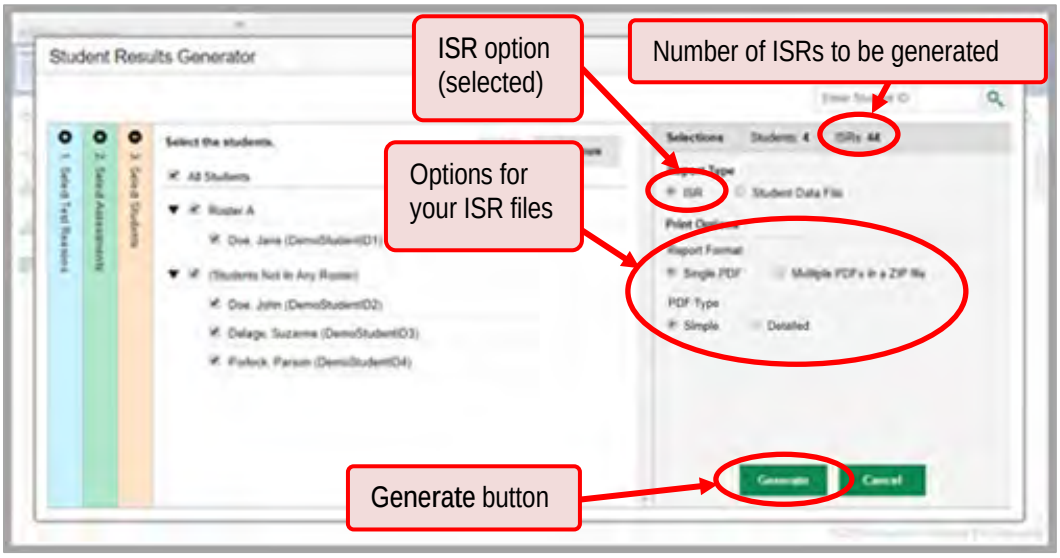
   iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 49. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



3. From the two Report Type options in the panel on the right, select **ISR**. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see Figure 50).

Figure 50. School-Level User View: Student Results Generator Window: Select Students Section



4. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.

5. Under PDF Type, select either a simple or a detailed PDF.

6. Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

Note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only the most recent test opportunity will be included. You can create an ISR for an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers (1) in reports, starting with the earliest.

How to Generate and Export Student Data Files

This section discusses student data files, which are useful for analysis.

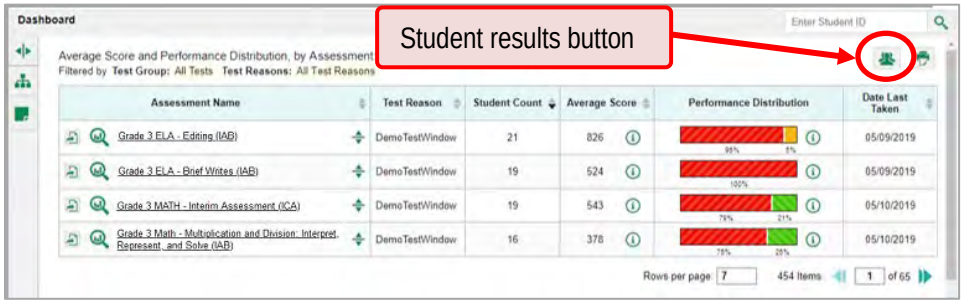
How can I generate and export student data files?

To generate and export a student data file for a student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files.

You can generate student data files from almost any report page.

1. Click the student results button in the upper-right corner of the page.

Figure 51. School-Level User: Dashboard



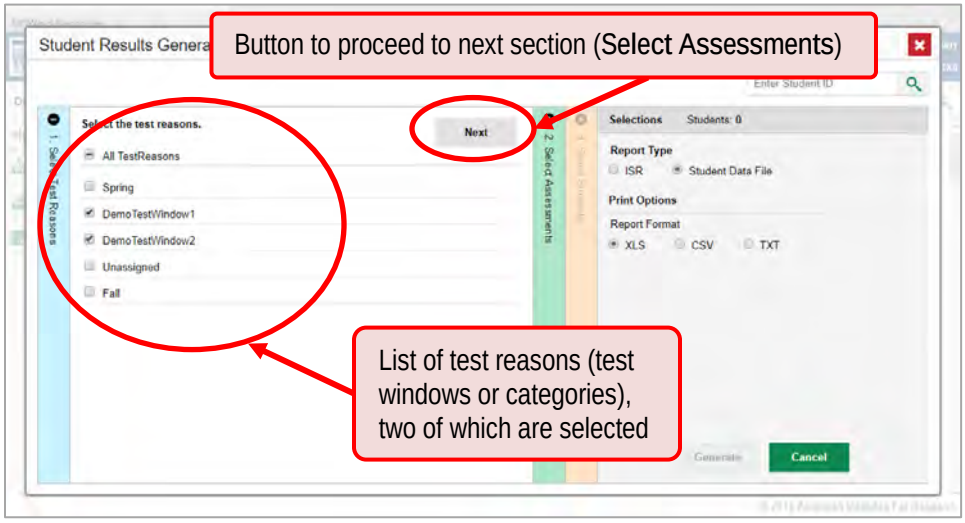
2. The ***Student Results Generator*** window opens (see Figure 52).

   Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

3. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.

   a. In the **Select Test Reasons** section, mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of tests.

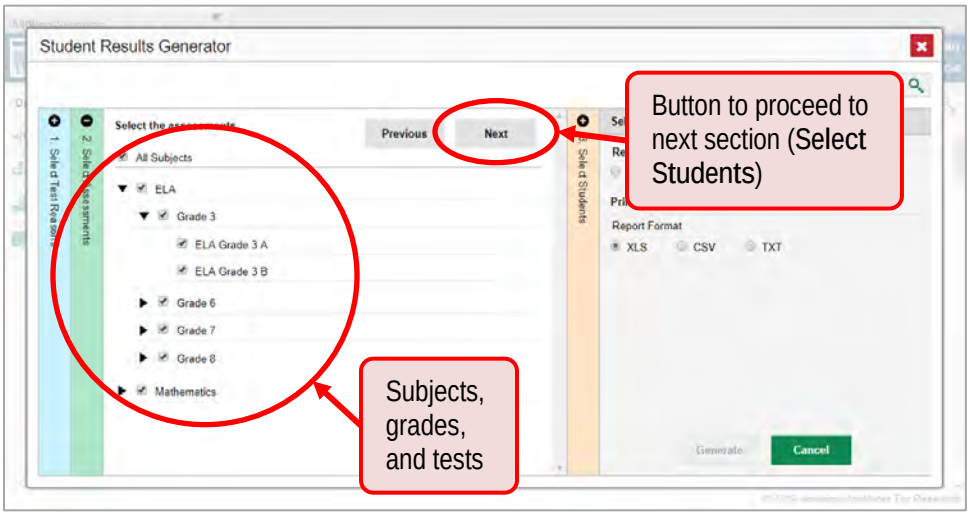
Figure 52. Student Results Generator Window: Select Test Reasons Section



   The expandable sections to the right are now populated with only the tests and students available for your test reason selections.

   b. The **Select Assessments** section groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Assessments**.

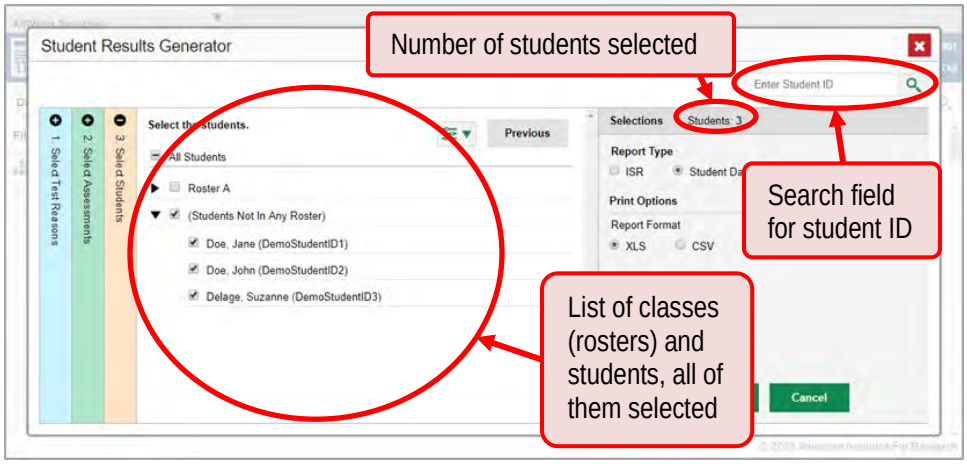
Figure 53. Student Results Generator Window: Select Assessments Section



c. The **Select Students** section contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a complex area and complex-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.

- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
- To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 54. School-Level User View: Student Results Generator Window: Select Students Section



The *Selections* section displays a count indicating the total number of students for whom student data files will be generated.

d. *Optional*: To set a a range of processing dates for which to generate results, use the filter menu as follows:

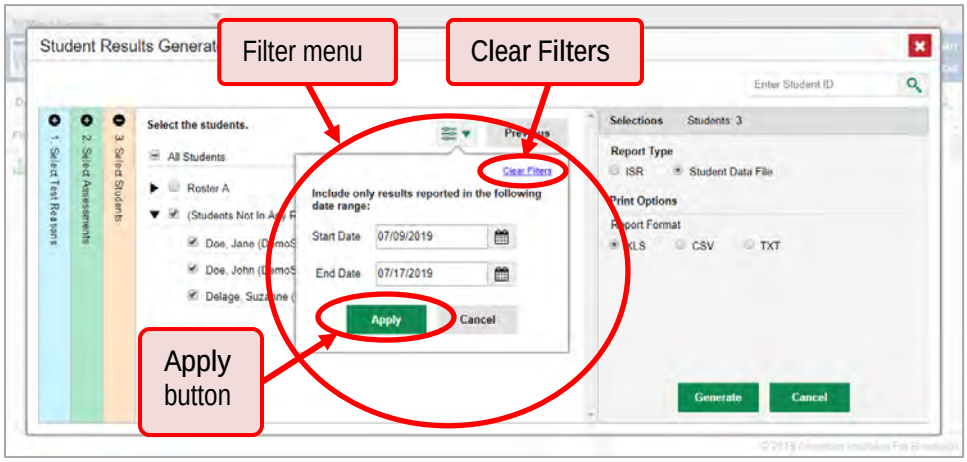
i. Click the filter menu button . The filter menu opens, displaying two date fields (Figure 55).

ii. Use the calendar tools to select dates, or enter them in the format `mm/dd/yyyy`.

iii. Click **Apply**. The results are filtered to include only test opportunities processed by AIRWays Reporting in that date range. Note that processing date is not always the same as the date a test was taken.

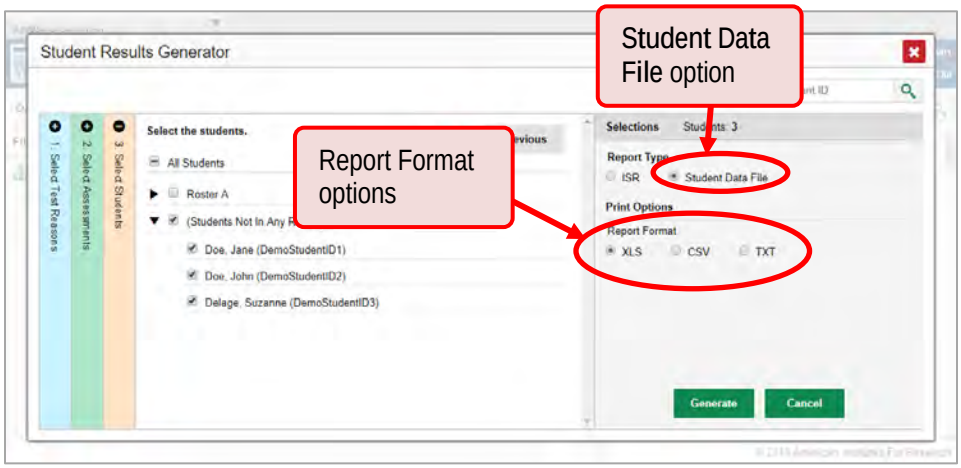
iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 55. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Opened



4. From the two Report Type options in the panel on the right, select **Student Data File**. More options appear below.

Figure 56. Teacher View: Student Results Generator Window: Select Students Section



5. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).

6. Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.

Note that if a student took a test multiple times, the files will include each test opportunity.

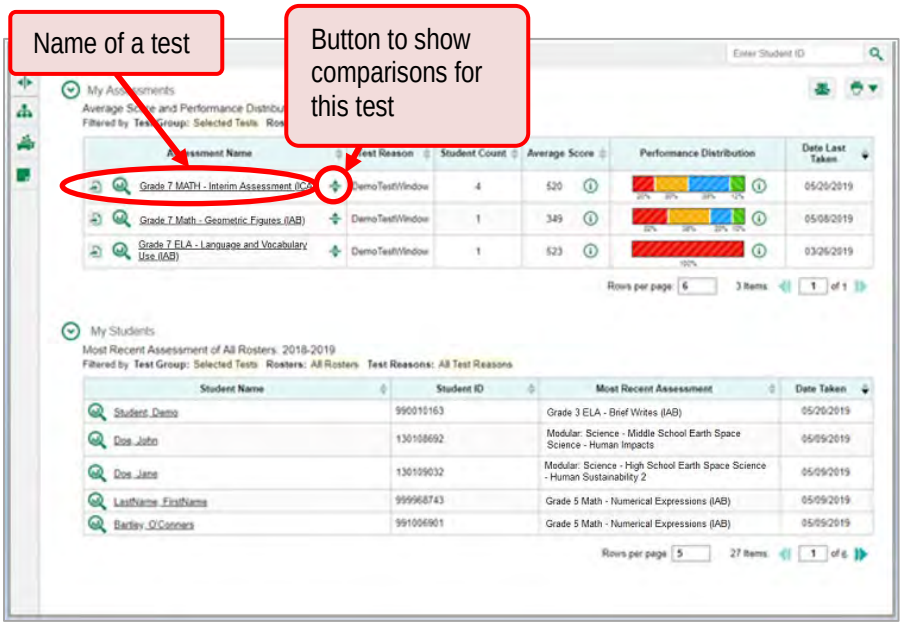
How to Compare Students' Data with Data for Your State, Complex area and complex, School, and/or Total Students

On the dashboard and in the Student Portfolio Report, you can access performance data for your state, complex area and complex, school, and/or total students.

How can I compare my students' performance on any tests with that of my state, complex area and complex, and/or school?

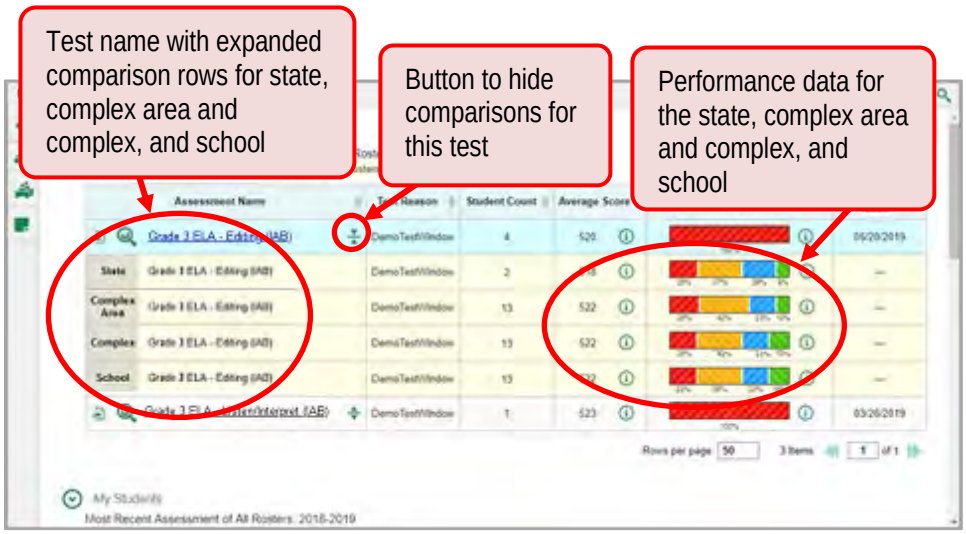
On the dashboard that appears when you log in, click ⇳ to the right of a test name.

Figure 57. Teacher View: Dashboard



Rows containing data for the state, complex area and complex, and/or school appear below.

Figure 58. Teacher View: Dashboard with Expanded Comparison Rows



To hide the comparison rows, click ⇳ to the right of the test name.

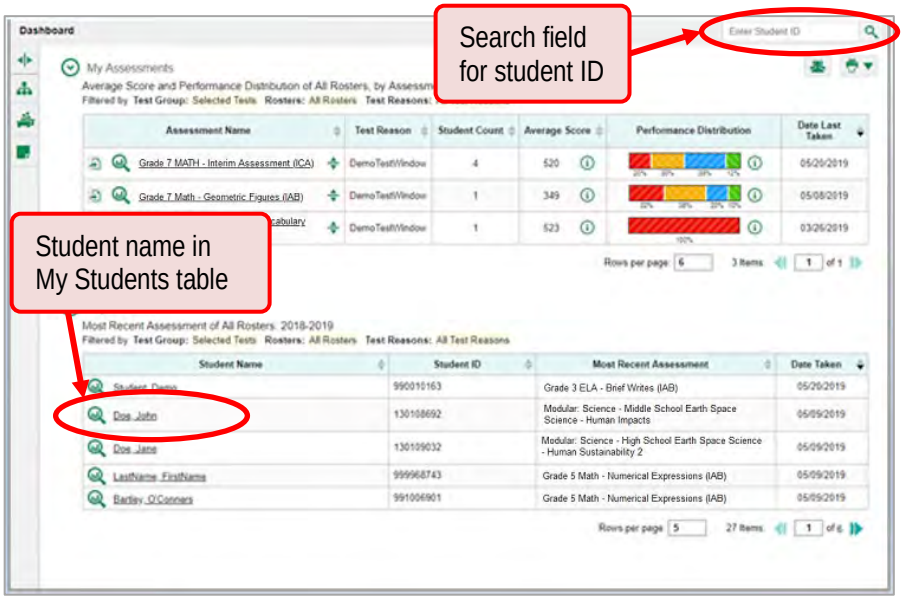
How can I compare a student's performance on any of their tests with that of my state, complex area and complex, school, and/or total students?

In the Student Portfolio Report, you can compare a student's performance on any test with that of your state, complex area and complex, school, and/or total students. To do so, follow the instructions below:

1. Enter the student's SSID in the search field in the upper-right corner and click (see Figure 59). The Student Portfolio Report appears.

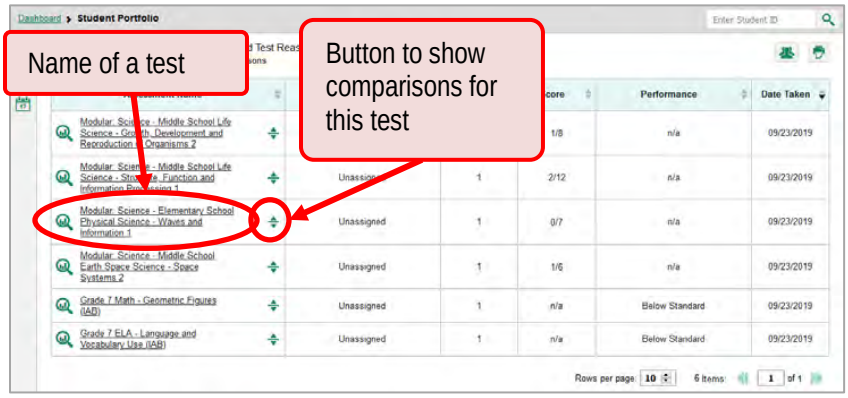
   Teachers can also access this report from the dashboard by going to the My Students table at the bottom of the page and clicking a student's name (or beside it).

Figure 59. Teacher View: Dashboard



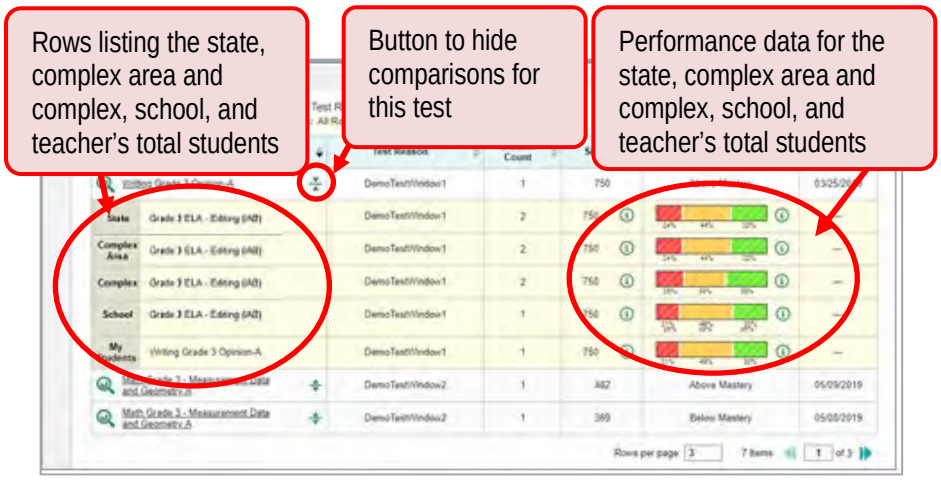
2. Click to the right of a test name.

Figure 60. Student Portfolio Report



Rows containing data for your state, complex area and complex, school, and/or total students appear below.

Figure 61. Teacher View: Student Portfolio Report with Expanded Comparison Rows



To hide the comparison rows, click ⇳ to the right of the test name.

How to Access Item-Level Data

Reports for specific tests include the following:

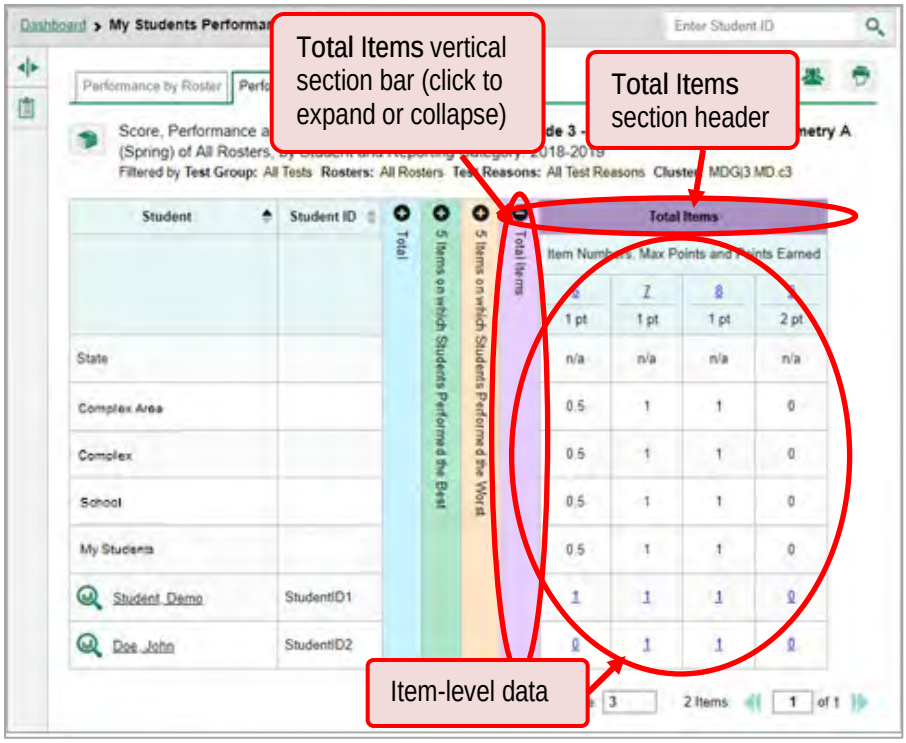
- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

Test results for adaptive assessments include item-level data only on the individual student level.

How can I view item scores?

To expand sections containing item data, such as the **Total Items** section, click the vertical section bars.

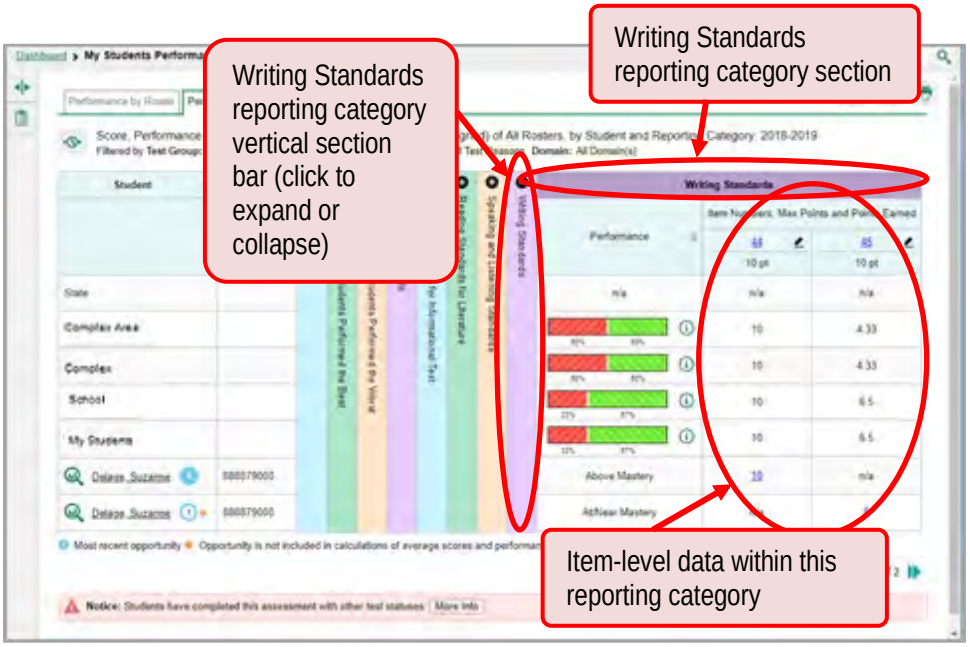
Figure 62. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section



How can I view item scores within a particular reporting category?

Look in the reporting category sections. You can click the vertical section bars to expand them, just like the **Total Items** section.

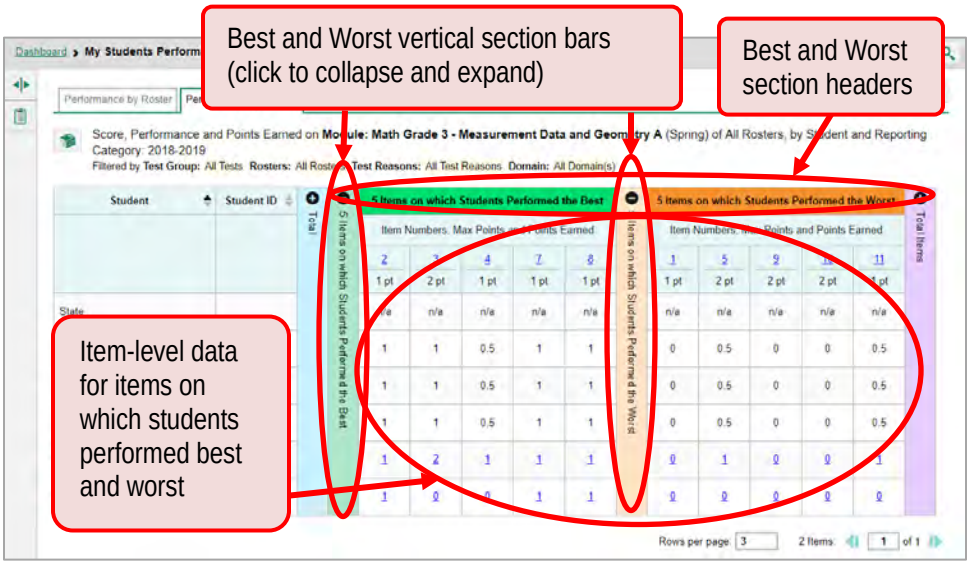
Figure 63. My Students' Performance on Test Report: Performance by Student Tab with Reporting Category Section Expanded



How can I find out which items students performed on the best or struggled with the most?

Look in the sections **5 Items on Which Students Performed the Best** and **5 Items on Which Students Performed the Worst**. You can click the vertical section bars to expand them, just like other sections.

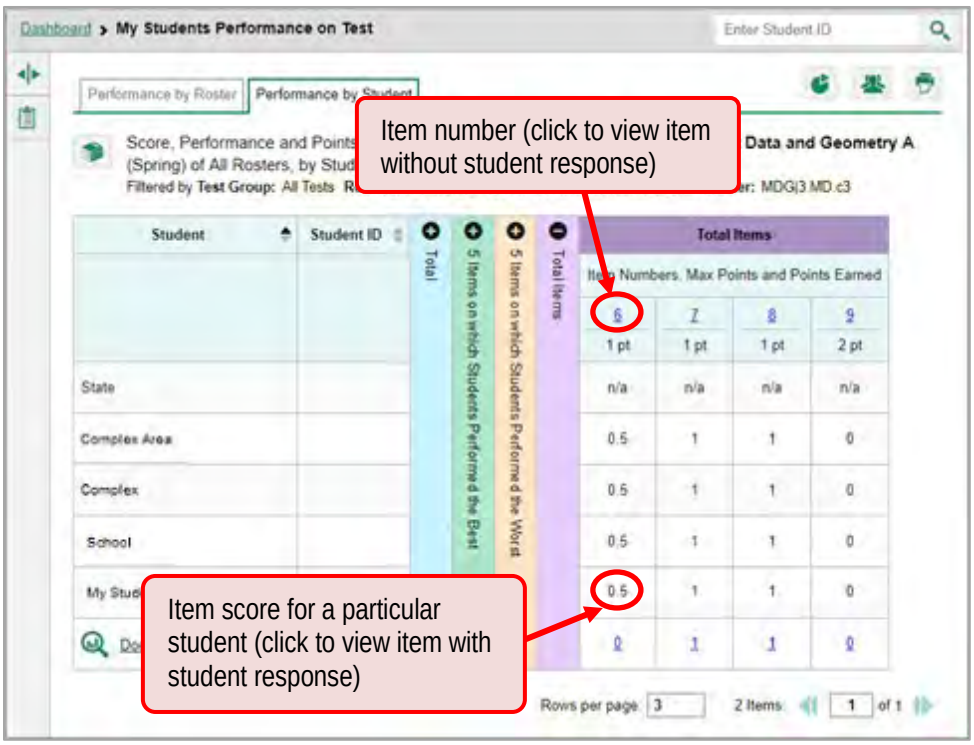
Figure 64. My Students' Performance on Test Report: Performance by Student Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections



How can I view an item?

You can view the actual items themselves, along with student responses to those items.

Figure 65. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

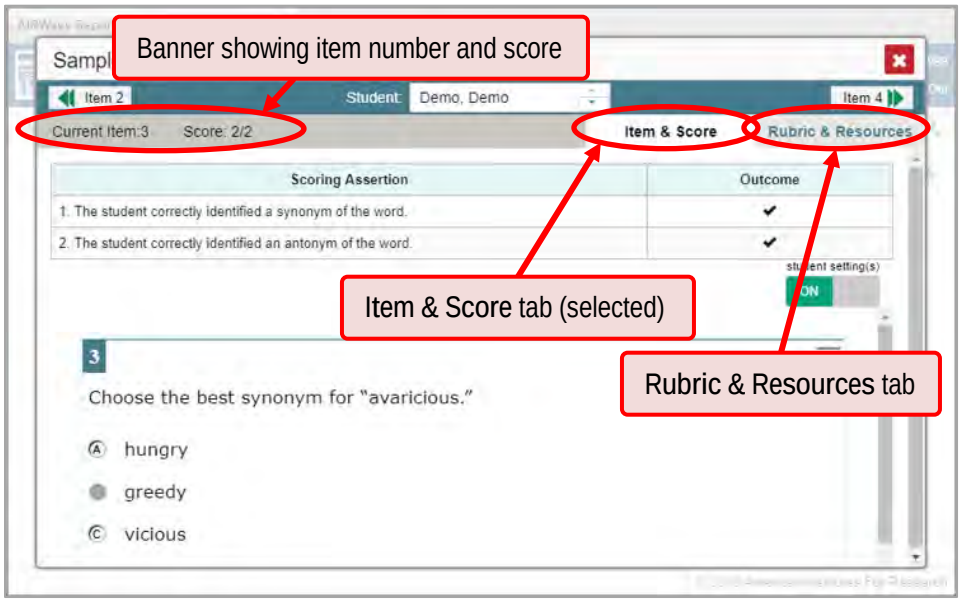


Do either of the following:

- To view the item in a blank state, click the item number in the first row of the report table.
- To view the student's response to the item, find that student's name in the Student column on the left. Then click the score the student obtained on that item.

The ***Item View*** window appears. It contains an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item's number, score (when the item includes the student's response), and confidence level (when a machine-suggested score has a low confidence level). The **Item & Score** tab shows the item, and the example shown in Figure 66 includes a particular student's response.

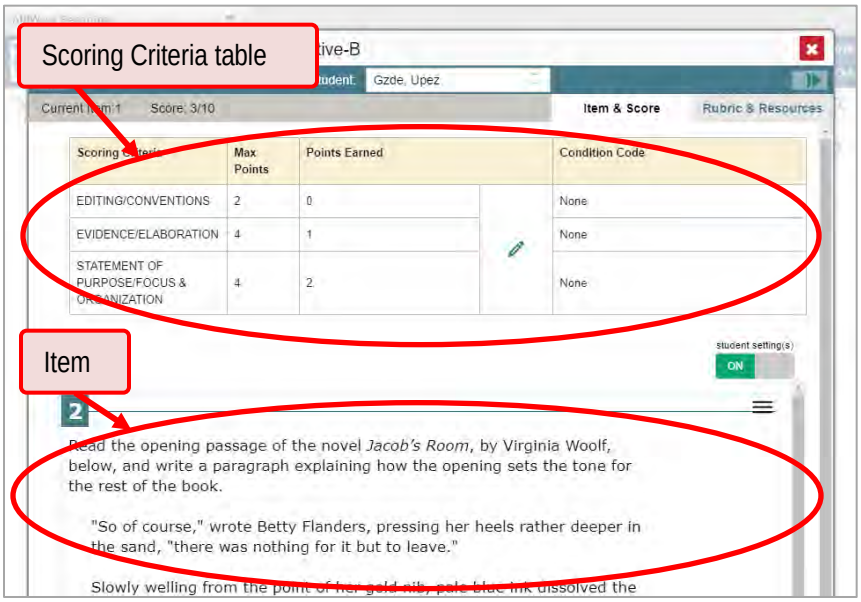
Figure 66. Item View Window: Item & Score Tab with Student Response



The **Item & Score** tab may include the following sections.

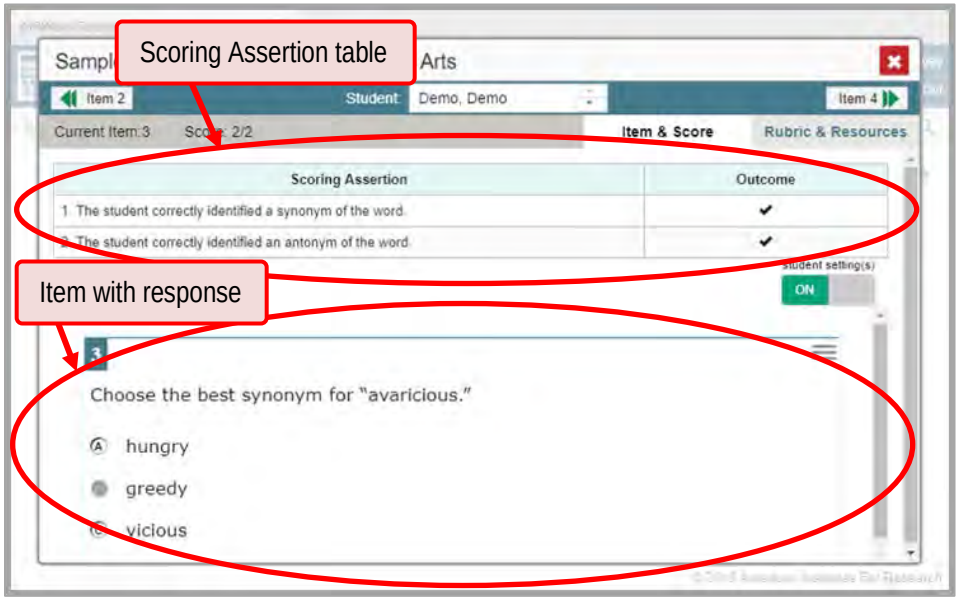
- **Scoring Criteria:** When you're viewing a student's response and the item has scoring criteria, the Scoring Criteria table lists the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for items with editable scores. Note that for some items, a second Scoring Criteria table appears, displaying transformed scores. This feature is only shown for certain editable Smarter Balanced Interim full write items.

Figure 67. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table



- **Scoring Assertion:** When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see Figure 68).

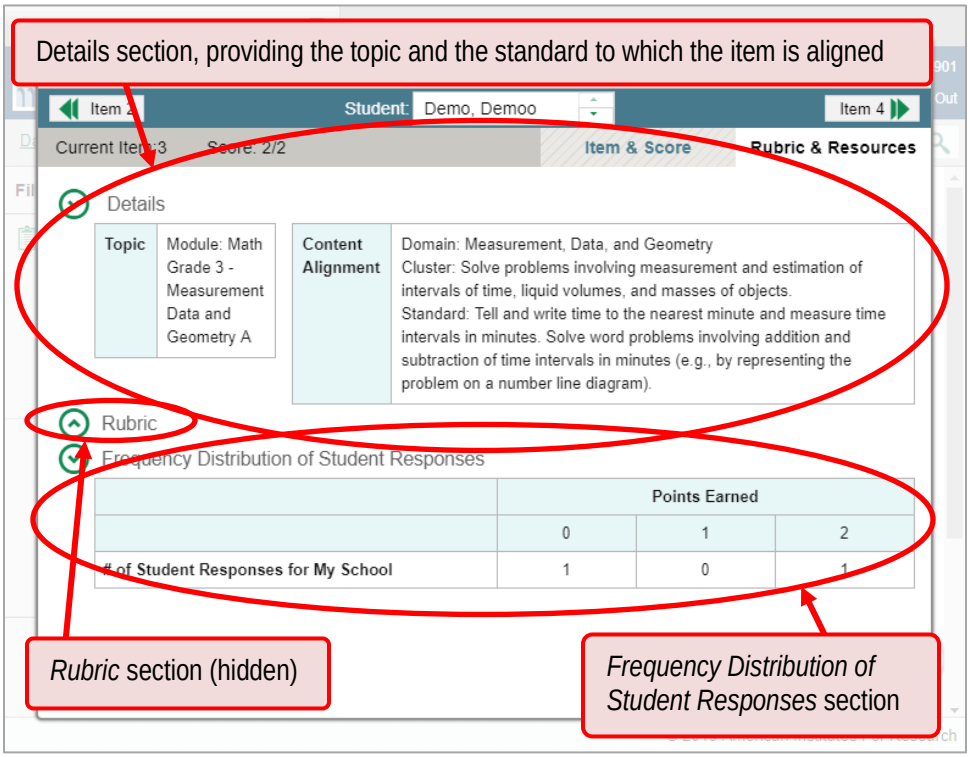
Figure 68. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table



- **Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.

The **Rubric & Resources** tab may include the following sections, which you can expand and collapse by clicking ⌃ and ⌄, respectively.

Figure 69. Item View: Rubric & Resources Tab



- **Details**: Provides the following information:
  - **Reporting Category**: Skill area to which the item belongs.
  - **Difficulty**: Indicates whether the item is intended to be easy, moderate, or difficult.
  - **Content Alignment**: Describes the standard to which the item is aligned.
- **Resources**: Provides links to any exemplars or training guides available for the item.
- **Rubric**: Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable rubric, or an exemplar, which provides an example of a response for each point value.
- **Frequency Distribution of Student Responses**: The table in this section provides a breakdown of how many students earned each possible point value available for the item. It appears in two cases:
  - If you're a teacher, and navigated to this item from all your students' test results, the table displays data for all your students.
  - If you navigated to this item from school test results, the table displays data for all the students in the school.

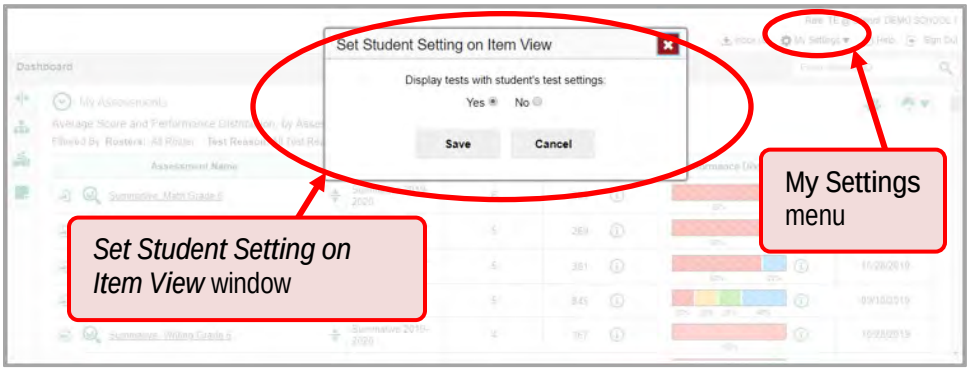
- If you navigated to this item from class (roster) test results, the table displays data for all the students in the class.

How can I view items with and without the students' visual settings?

When viewing items with students' responses, you may or may not want to see the items exactly the way the students saw them on the test. For example, some students' tests are set to use large fonts, different color contrast, or Spanish.

1. Click the **My Settings** menu in the banner and select **Set Student Setting on Item View**. The ***Set Student Setting on Item View*** window appears.

Figure 70. Dashboard with Set Student Setting on Item View Window Open

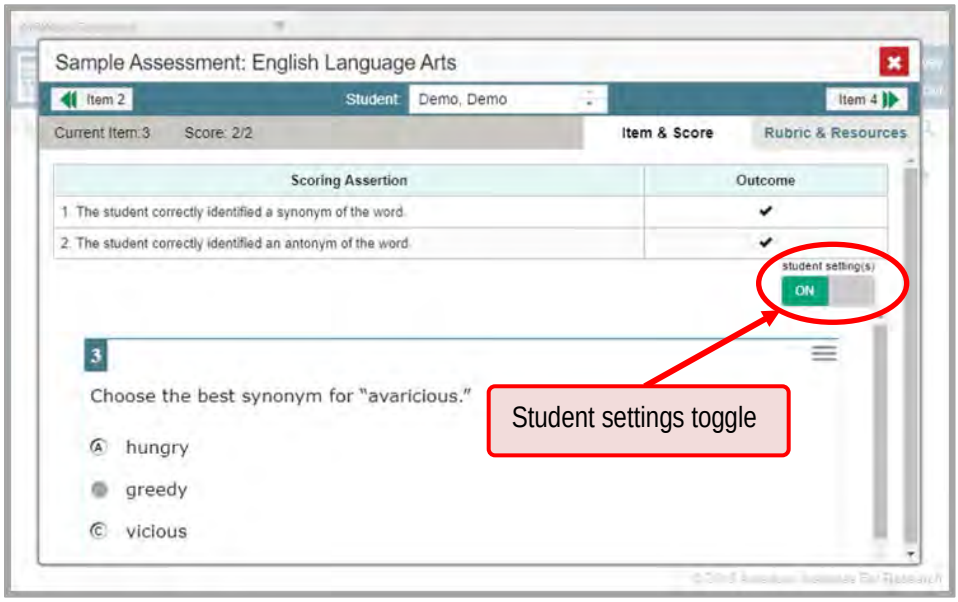


2. Select **Yes** to show students' visual settings on all items or **No** to hide them.

3. Click **Save**.

You can also show or hide visual settings on a per-item basis. To do so, click the toggle at the upper right of the item you're viewing. This action has no effect on your global setting.

Figure 71. Item View Window: Item & Score Tab with Student Response



What does it mean when a student response contains highlighted text?

When a student's text response contains too much text copied from the item prompt and a condition code of Insufficient Original Text to Score has been applied, the copied portion is automatically highlighted.

How can I navigate to other items from the Item View window?

Use the buttons labeled with the previous and next item numbers at the upper corners of the ***Item View*** window.

How can I view another student's response to the current item?

If you have accessed the student's response from a report showing multiple students, you can click the arrows beside the *Student* field Demo Student at the top of the window. The students are listed in the same order in which they are sorted in the report.

What does it mean when items are labeled "1-1", "1-2", and so on?

Those are sub-items belonging to an item cluster. Clusters are broken down into sub-items because they have multiple scoring assertions. Each sub-item has its own column to the right of the main item column. Sub-items are labeled "[item number]-[sub-item number]", for example, "1-1", "1-2", "1-3". To view a scoring assertion, click ⓘ to the right of the sub-item number.

Figure 72. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

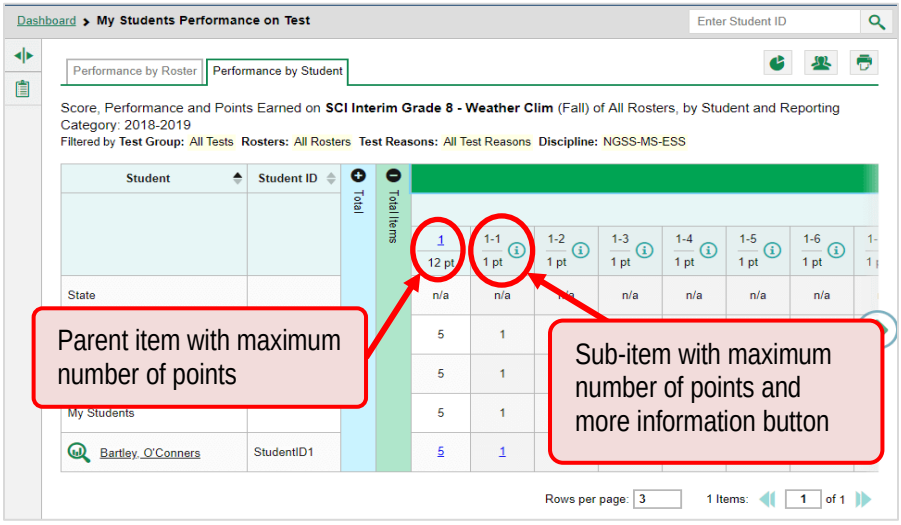
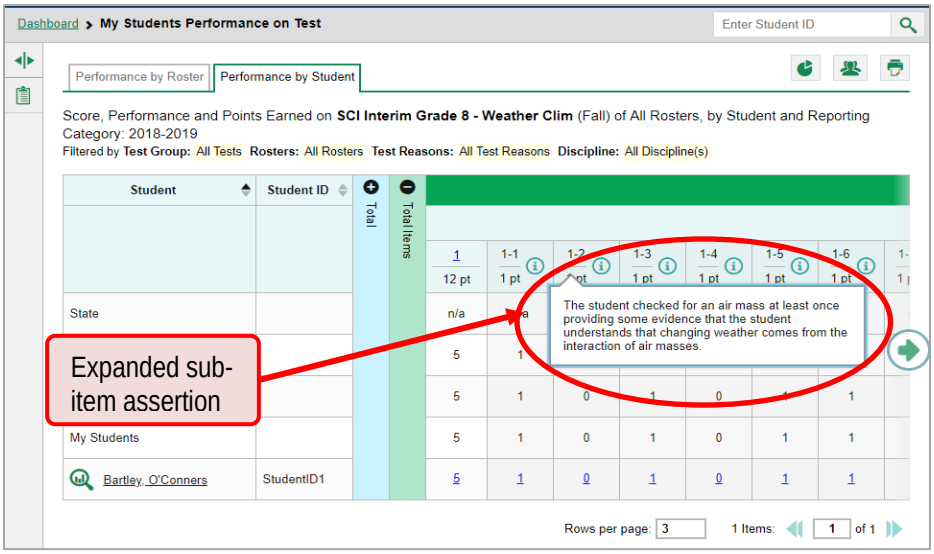


Figure 73. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section and Sub-Item Assertion



What does it mean when an item score reads "n/a"?

You may sometimes see "n/a" instead of a score for an item. In some cases, the student did not respond to the item, or the item was not included in that form of the test.

How to Set Up Your Reports So They Make Sense

You can set up your reports so it's easier to access the data that are most important to you. For example, if you're a teacher, you may want to hide certain tests in subjects you don't teach, or you may want to narrow down your reports to a single roster.

This section explains how to make several different adjustments to reports: filtering to show only the tests you're interested in; filtering to show only the classes (rosters) you're interested in; and viewing data from a previous point in time.

For Teachers: How to Set Preferences for Tests to Display

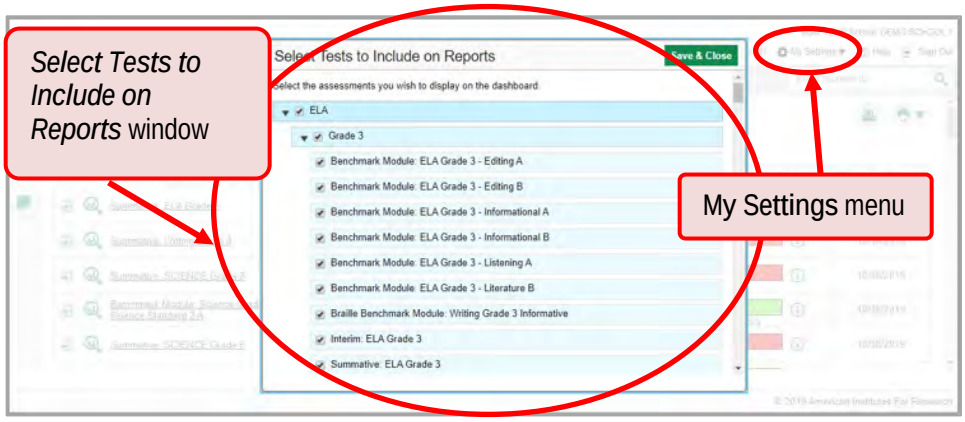
If you're a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math scores. By default, the data for those math assessments appear in your reports, but you can exclude them.

Once you've set your persistent test preferences, higher-level users will have the option of using them too. That means that when you've excluded certain test results from your preferences, they will not see any rosters belonging to you in those test results.

How can I set preferences for tests to display?

1. Open the **My Settings** drop-down list in the banner and choose **Select Tests to Include on Reports**. A window appears (see Figure 74), showing tests organized hierarchically by subject, grade, and assessment name.

Figure 74. Select Tests to Display Window



2. Select the checkboxes beside the tests or groups of tests you want to display.

3. Click **Save & Close** at the upper-right corner of the window.

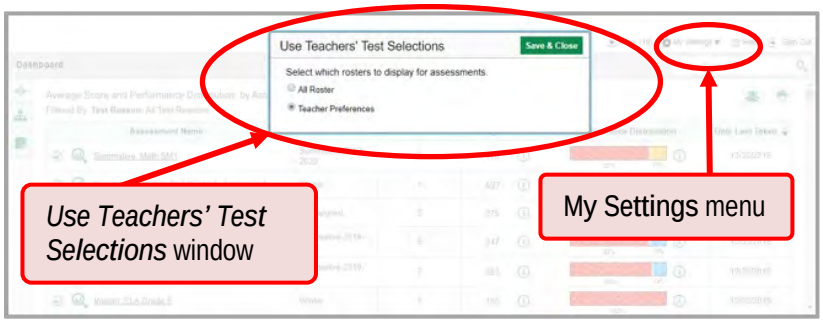
For School- and Complex Area And Complex-Level Users: How to Set Preferences for Classes (Rosters) to Display

School- and complex area and complex-level users can also narrow down their data based on class (roster). To do so, update your preferences to specify which classes appear in your reports.

How can I set preferences for classes (rosters) to display?

1. From the **My Settings** drop-down list in the banner, select **Use Teachers' Test Selections**. The ***Use Teachers' Test Selections*** window appears.

Figure 75. Use Teachers' Test Selections Window



2. Mark one of these two options:

- **All Rosters**: This is the default option. When this option is selected, all data for all classes (rosters) appear in all your reports.
- **Teacher Preferences**: If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment.

For example, suppose a math class belongs to a math teacher who has excluded ELA tests from their reports. By using teacher preferences, you can view a set of ELA test results without that math teacher's class. All students who took the ELA test will still appear in the report, whether or not they belong to the math teacher's class, but the **Performance by Roster** tab will not list them as belonging to that math teacher's class. By hiding classes that are not relevant to the test, and by preventing a student from appearing more than once in the same report, this setting makes reports easier to read.

3. Click **Save & Close** at the upper-right corner of the window.

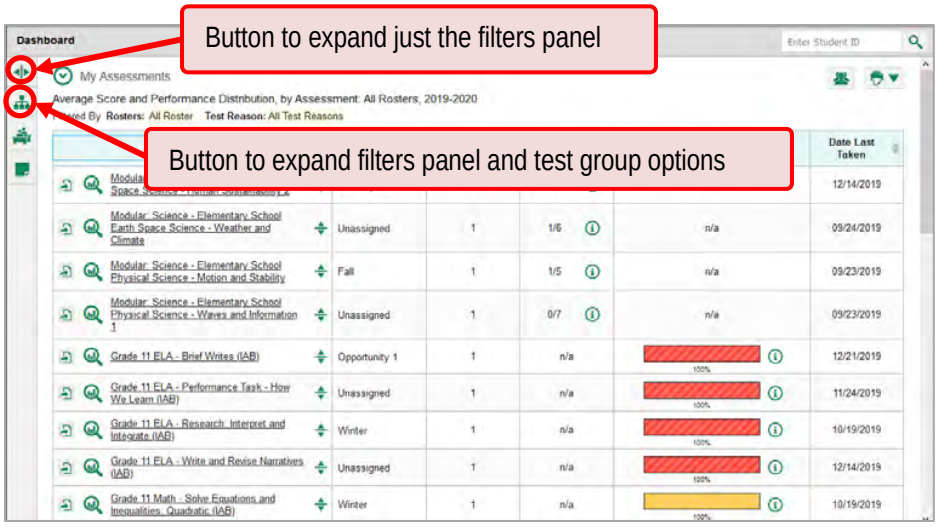
How to Filter Tests to Display

How can I filter reports by test?

You can temporarily filter which tests you want to see in your reports. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math scores. By default, the data for those math assessments appear in your reports, but you can exclude them.

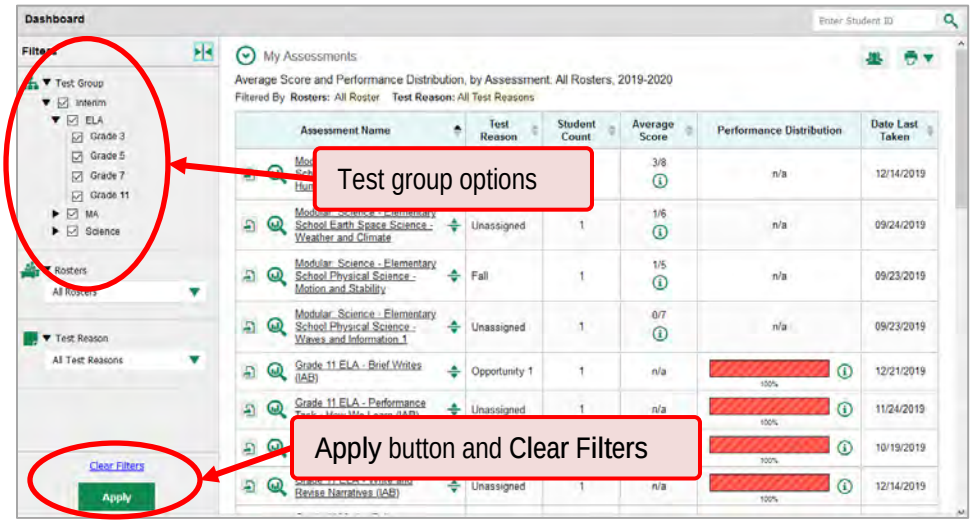
1. On the left side of the dashboard, click either the expand button or the test group button . The filter panel expands.

Figure 76. Teacher View: Dashboard



2. Mark as many selections as you like in the **Test Group** section of the filters panel. Tests are organized by test type, subject, and grade.

Figure 77. Teacher View: Dashboard with Filters Panel Expanded



3. Click **Apply**. The dashboard updates to show only data for those tests.

4. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

For Teachers: How to Filter Classes (Rosters) to Display

Rosters usually represent classes, but can represent any group that's meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. On the dashboard, teachers can filter by roster.

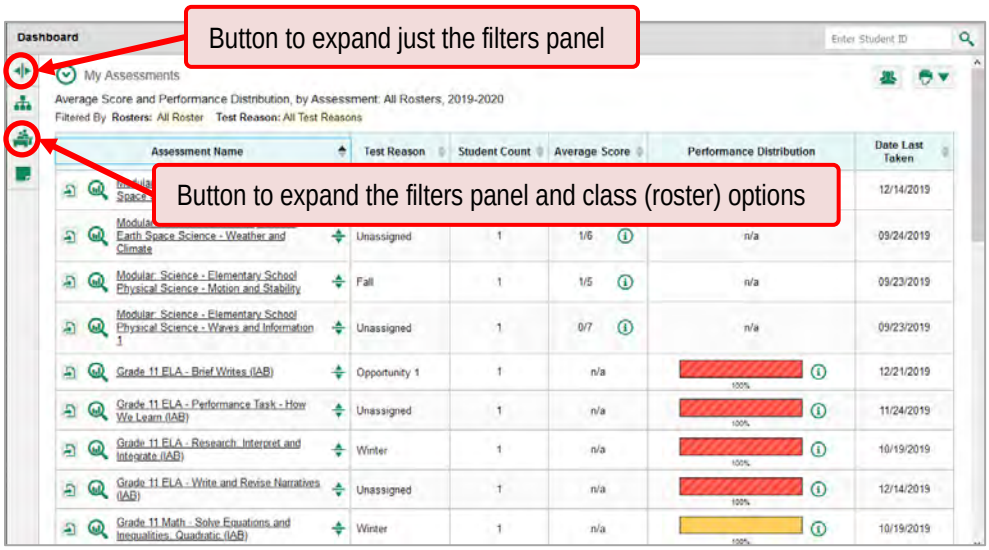
How can I filter reports by class (roster)?

When you filter, you eliminate students not in the selected class from the data you're viewing.

Filtering by roster makes it easy to focus on a particular class's performance. And by switching filters, you can easily compare it with another class. If you don't filter by roster, the reports default to showing data for all classes. You may find data for a single class easier to understand.

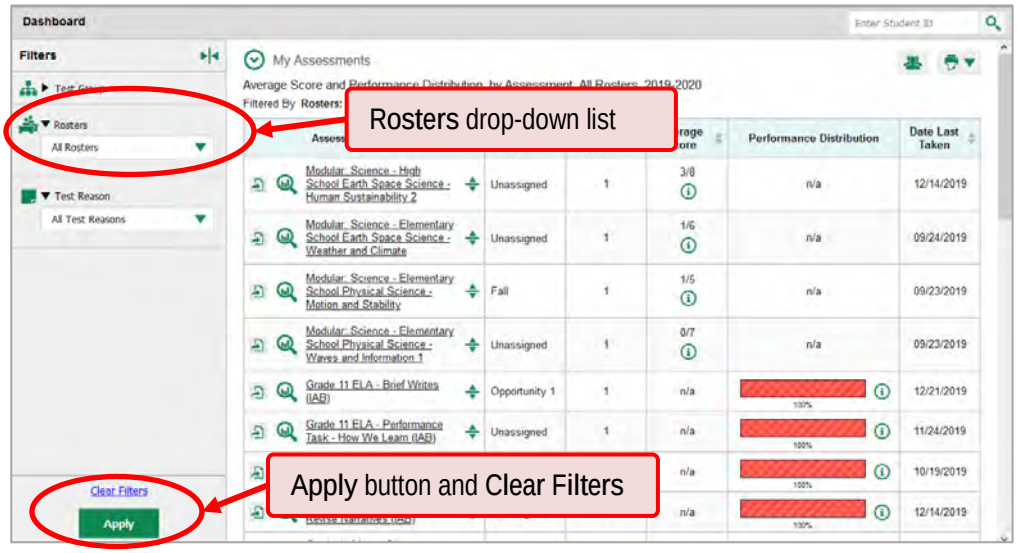
1. On the left side of the page, click either the expand button or the roster button. The filter panel expands.

Figure 78. Teacher View: Dashboard



2. Make a selection from the drop-down list in the **Rosters** section.

Figure 79. Teacher View: Dashboard with Filters Panel Expanded



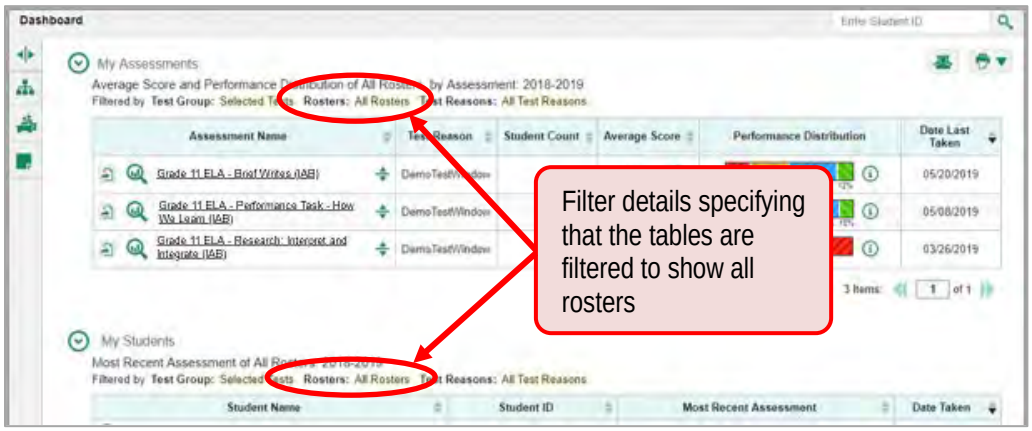
3. Click **Apply**. The affected report updates to show only data for that class (roster).

4. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header shows the rosters you're viewing.

Figure 80. Teacher View: Dashboard Filtered by All Rosters



How to View Data from a Previous Point in Time

Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings: you can select a school year for which to view tests, and you can enter a date for which to view students.

- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.
- When you set a date for which to view students, the reports show data only for the students who were associated with you *as of the selected date*. Students' enrollment and demographic information is all given as of the selected date as well. You can use this setting to view students who have left your rosters, school, or complex area and complex (or even state).

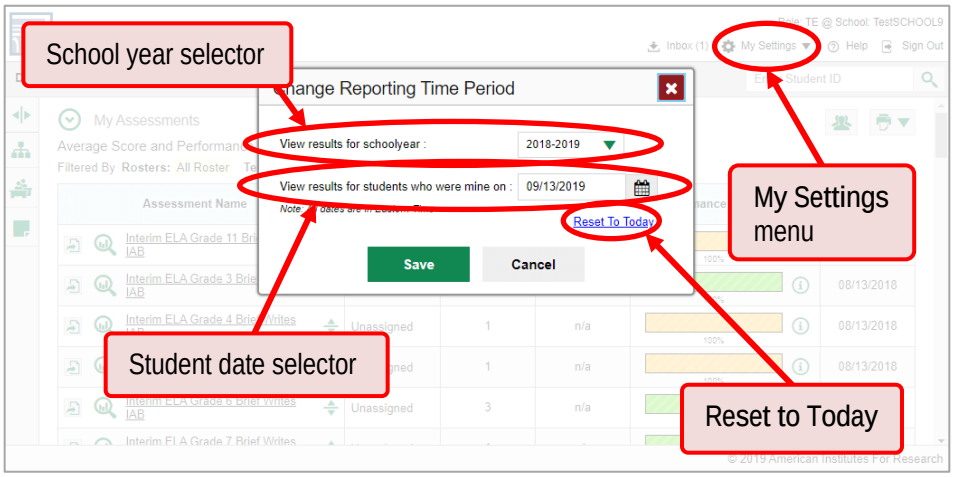
If you don't change the reporting time period, or if you reset it to the default, all the reports show test opportunities only for the current school year (except Longitudinal Reports and Student Portfolio Reports, which always retain the ability to look back to previous years), with current student data.

You may find that switching between past data and more recent data is useful for comparing performance over time. For example, you may want to compare a previous school year with the current one. Or you may want to compare students' performance in their current classes with their performance in previous ones.

How can I view data from a previous point in time?

1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period**. The ***Change Reporting Time Period*** window appears.

Figure 81. Change Reporting Time Period Window



2. From the school year drop-down list, select a school year. This is the year for which you will view test results.

3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format `mm/dd/yyyy`. You will be viewing all the students who were associated with you on that date, and only those students.

    - To view your current students' past performance, keep the date set to today.
    - To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.

4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.

5. *Optional*: To go back to viewing the latest data, open the ***Change Reporting Time Period*** window again, click **Reset to Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out, but persists when you switch roles.

How to Assign Test Reasons (Categories) to Test Opportunities

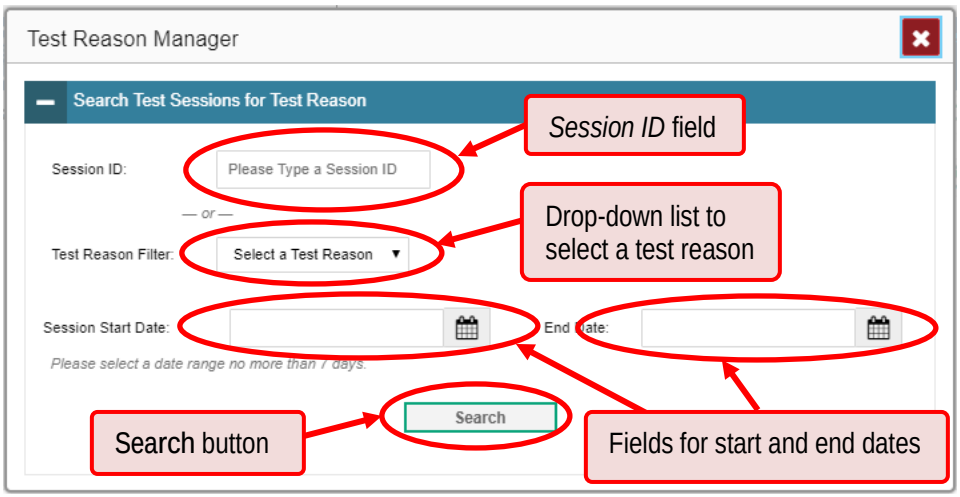
Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they're a good way to organize tests into groups.

Test reasons should ideally be assigned in the Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the AIRWays Reporting System to assign a different test reason to an interim test opportunity after the test is completed.

How can I assign test reasons in the AIRWays Reporting System?

1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons**. The ***Test Reason Manager*** window opens.

Figure 82. Test Reason Manager Window



2. To search for the test opportunities you wish to categorize, do either of the following:

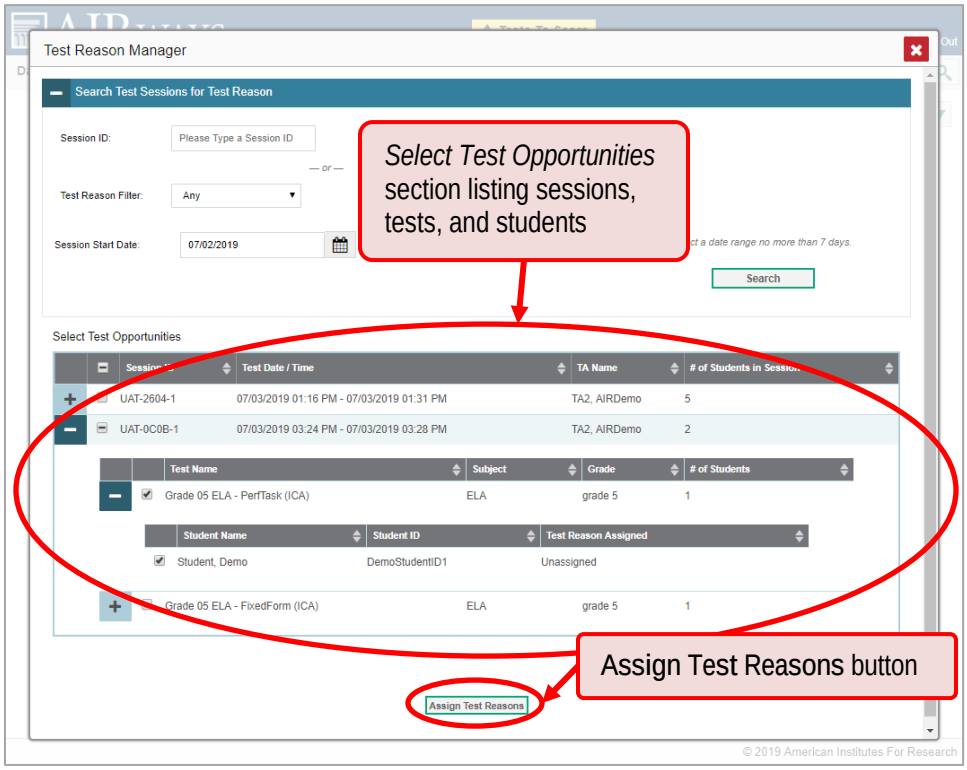
   - In the *Session ID* field, enter the session ID in which the opportunities were completed in TDS.

   - Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.

3. Click **Search**.

4. A list of retrieved test sessions appears in the section *Select Test Opportunities*. You can click the + buttons to expand the list of tests in each session and the list of students who took each test (that is, individual test opportunities). To navigate through a long list, use the controls in the upper-right and lower-right corners.

Figure 83. Test Reason Manager Window: Select Test Opportunities

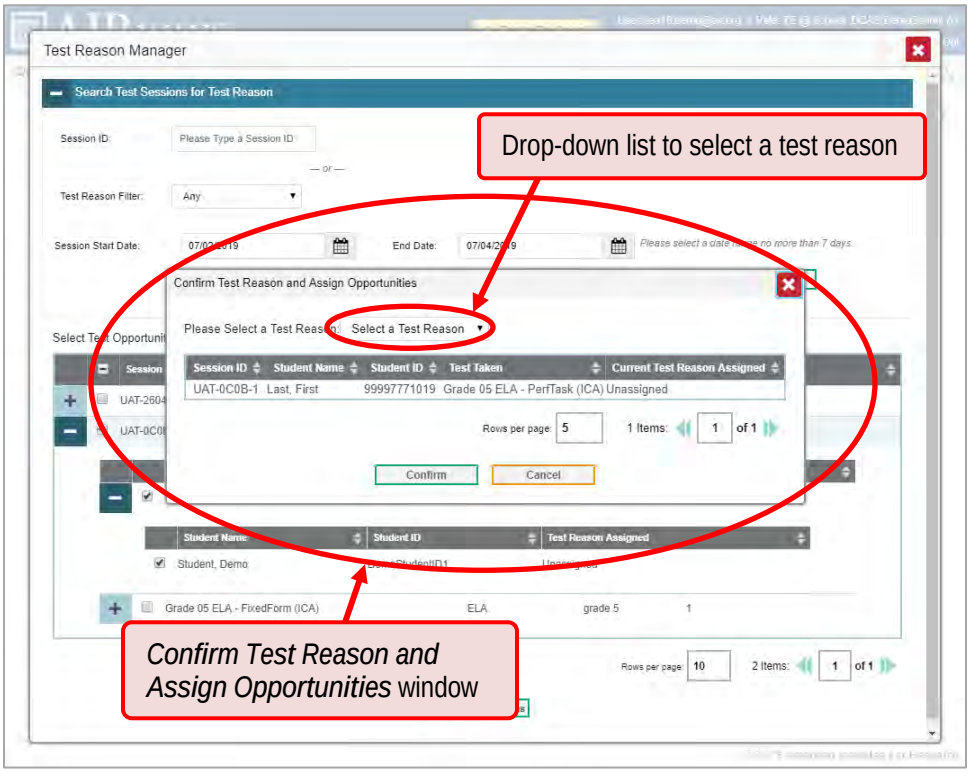


5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.

6. Click **Assign Test Reasons** below the list of retrieved sessions.

7. In the window that appears, select a new test reason to assign to the selected opportunities and click **Confirm**.

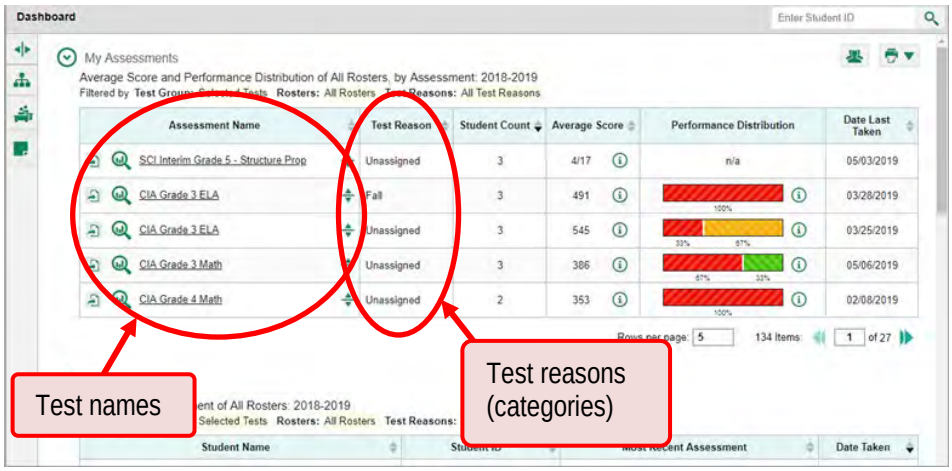
Figure 84. Confirm Test Reason and Assign Opportunities Window



How to Filter by Test Reason (Category)

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which interim tests were taken, and they can be a good way to focus on specific groups of tests.

Figure 85. Teacher View: Dashboard



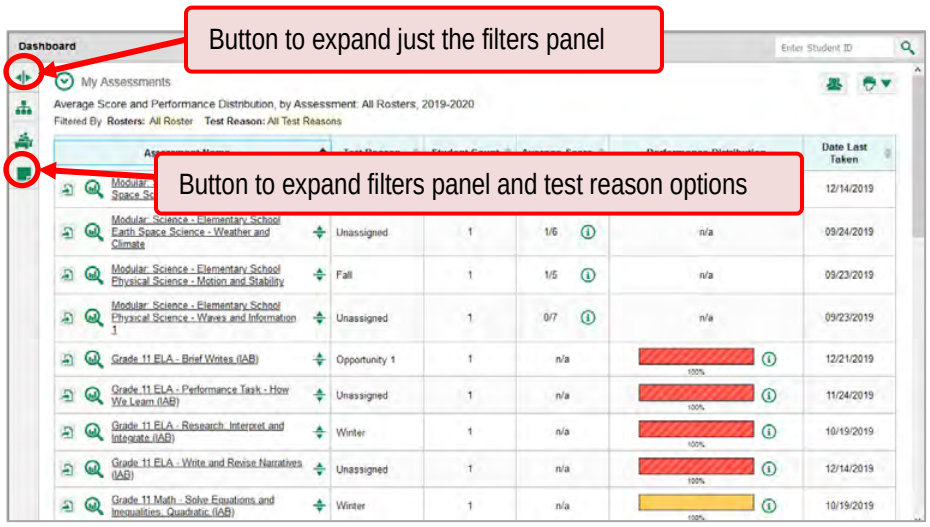
When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Spring and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons. This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reasons** filter is available on the dashboards for teachers as well as for school- and complex area and complex-level users.

How can I filter reports by test reason?

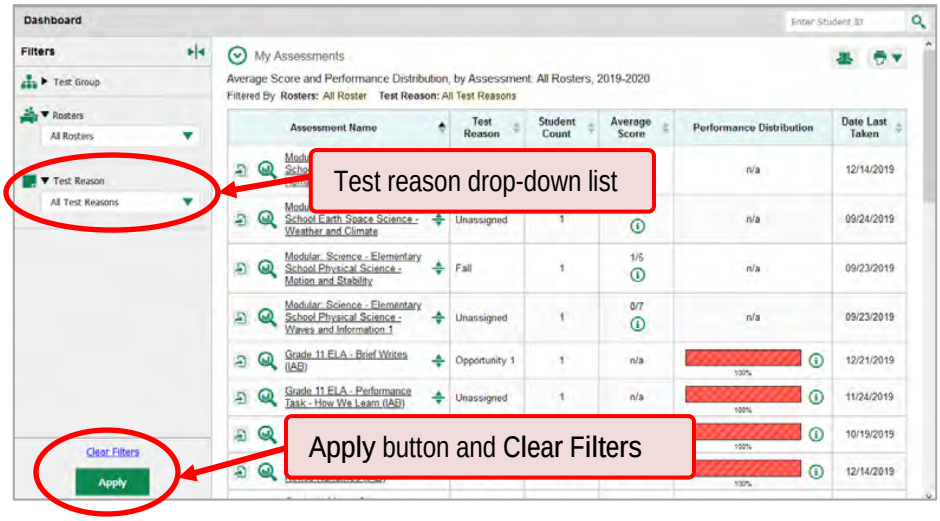
1. On the left side of the dashboard, click either the expand button or the test reason button. The filter panel expands.

Figure 86. Teacher View: Dashboard



2. Make a selection from the drop-down list in the **Test Reasons** section.

Figure 87. Teacher View: Dashboard with Filter Panel Expanded



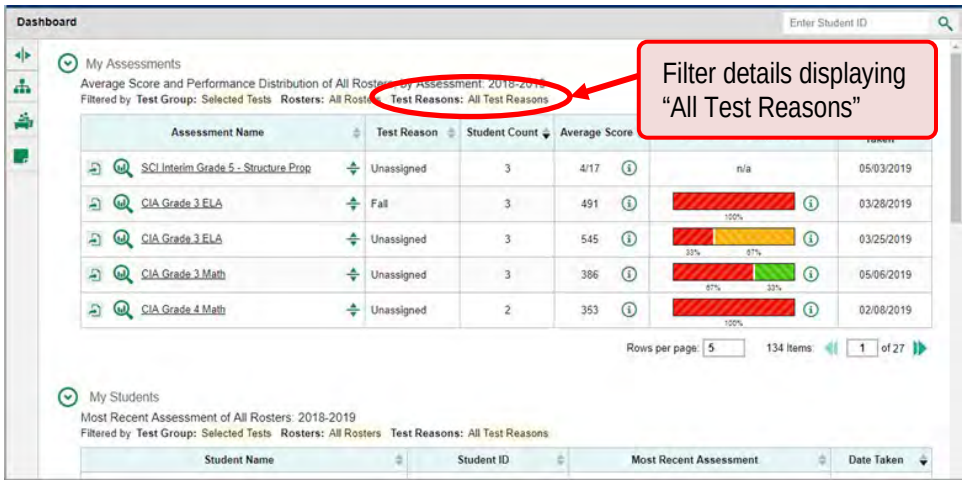
3. Click **Apply**. The affected report updates to show only data for that test reason.

4. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header (Figure 88) shows the test reason selected, if any.

Figure 88. Teacher View: Dashboard



How to Filter Item-Level Data by Standards and Standard Categories

An educational standard, sometimes called an assessment claim, describes the skill the item measures. An example of a math standard is "At later grades, determine conditions under which an argument does and does not apply. (For example, area increases with perimeter for squares, but not for all plane figures.)"

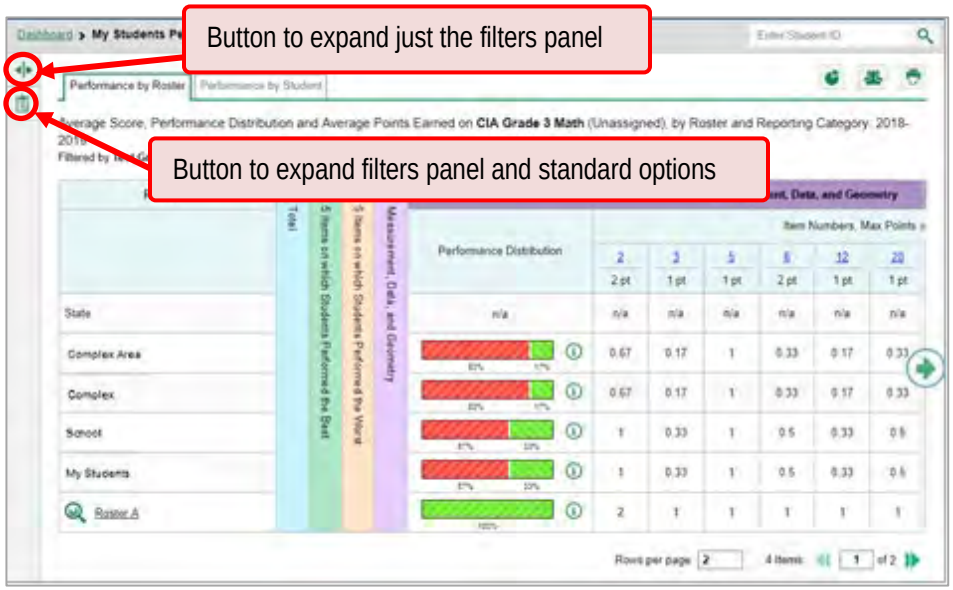
You may want to see how your students performed on a particular standard or cluster of standards. In certain reports, you can filter by the standard or cluster to which items are aligned. That way you can view your students' performance in just one area of skill. Then you can switch filters to compare it with their performance in another skill. If you don't filter by standard, the reports will show results for all standards by default. You may find that comparing different sets of standard data helps you understand students' abilities better.

Standard filters are available in any report showing item-level data for a particular test. The available standards vary by assessment.

How can I filter reports by standards or clusters?

1. On the left side of the page, click either the expand button or the standard button. The filter panel expands.

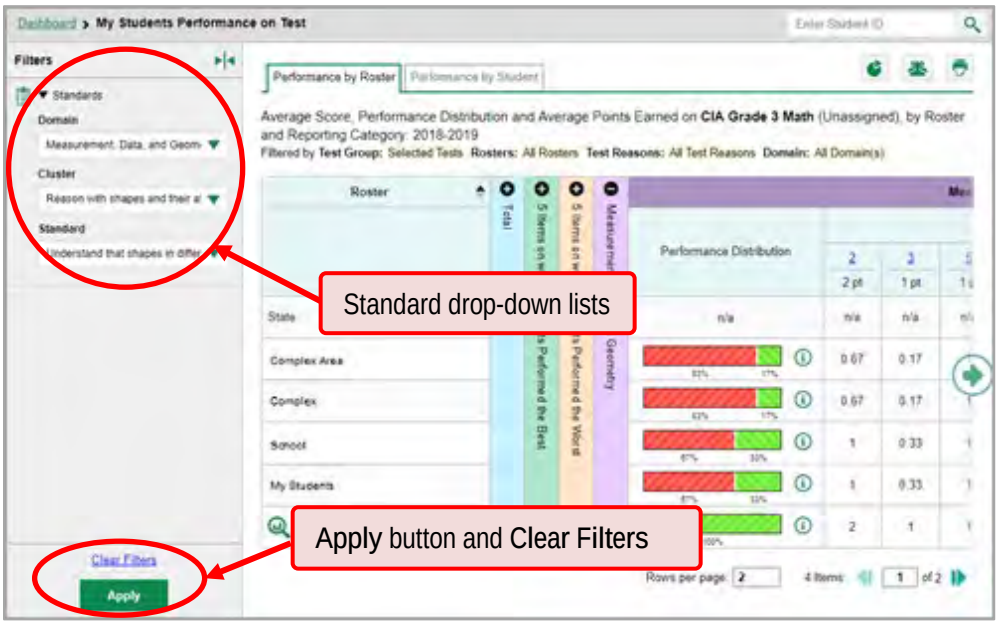
Figure 89. My Students' Performance on Test Report: Performance by Roster Tab



2. Use the drop-down list in the **Standards** section to select a cluster. An additional drop-down list appears.

3. *Optional*: Keep making selections from the drop-down lists as they appear.

Figure 90. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filter Panel



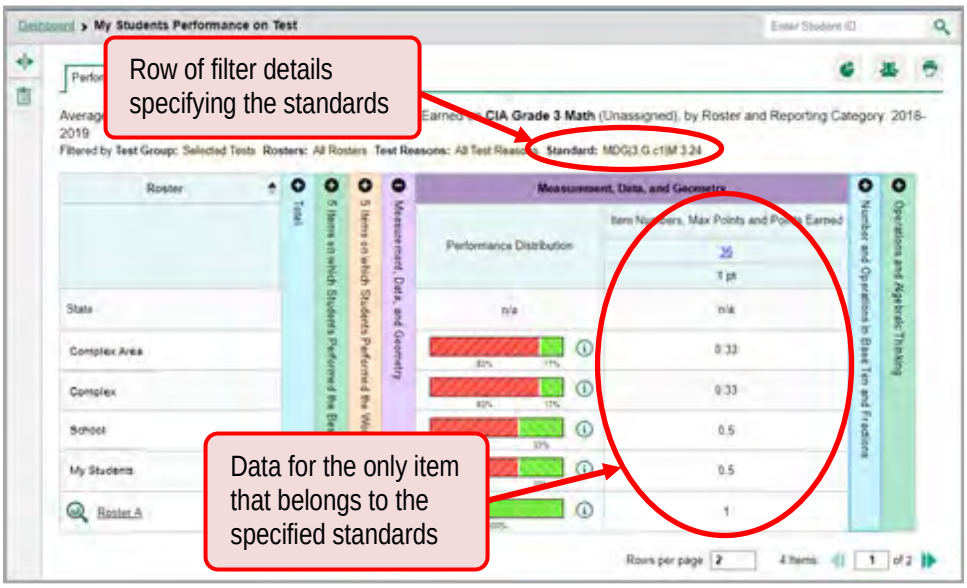
4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard.

5. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header specifies the cluster or standards selected, if any.

Figure 91. My Students' Performance on Test Report: Performance by Roster Tab Filtered by Standard



How to Export and Print Data

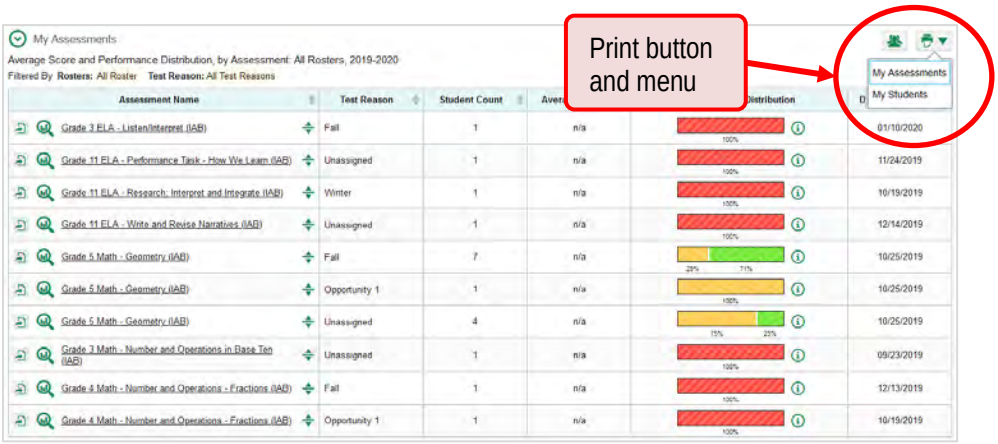
You can export or print any report you see in the AIRWays Reporting System. Some can be exported directly from the dashboard. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing. Some interim reports can be exported with item-level data.

How can I export or print a report I'm viewing?

1. Click in the upper-right corner of the report.

   - If there are multiple report tables on the page, select the table you wish to print from the menu that appears.

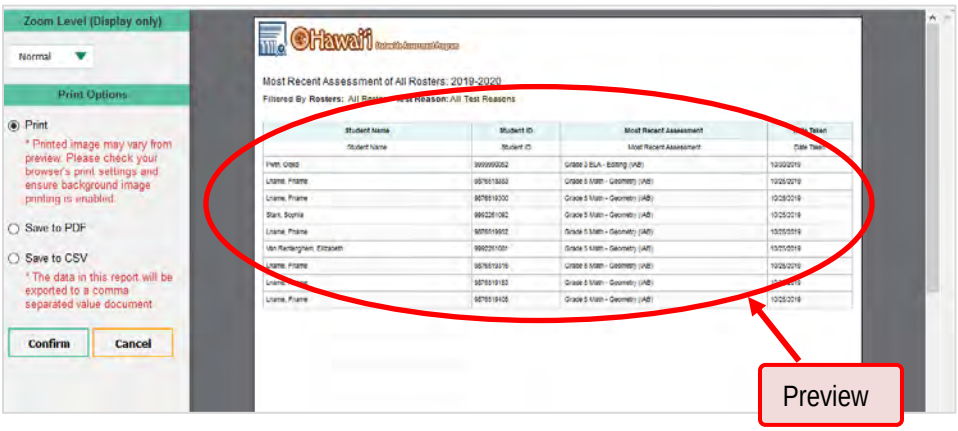
Figure 92. Teacher View: Dashboard with Expanded Print Menu



A print preview page opens.

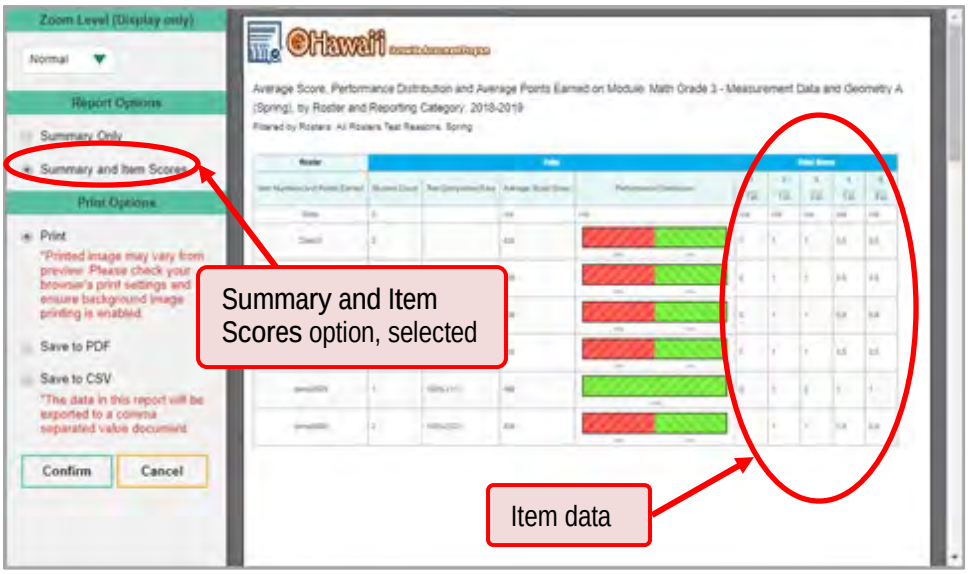
   - To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 93. Print Preview Page



2. If the report provides data for individual items, the *Report Options* section appears. Select either **Summary Only** or **Summary and Item Scores**. If you select the latter option, the printed report includes data for the individual assessment items.

Figure 94. Print Preview Page with Summary and Item Scores Option Selected



3. Do one of the following under the *Print Options* section:

   - To print the report, select the **Print** radio button.
   - To download a PDF version of the report, select **Save to PDF**.
     - *Optional*: If the report is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes the actual items and the student's responses.
     - Select an option from the **Page Layout** drop-down list that appears.
   - To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

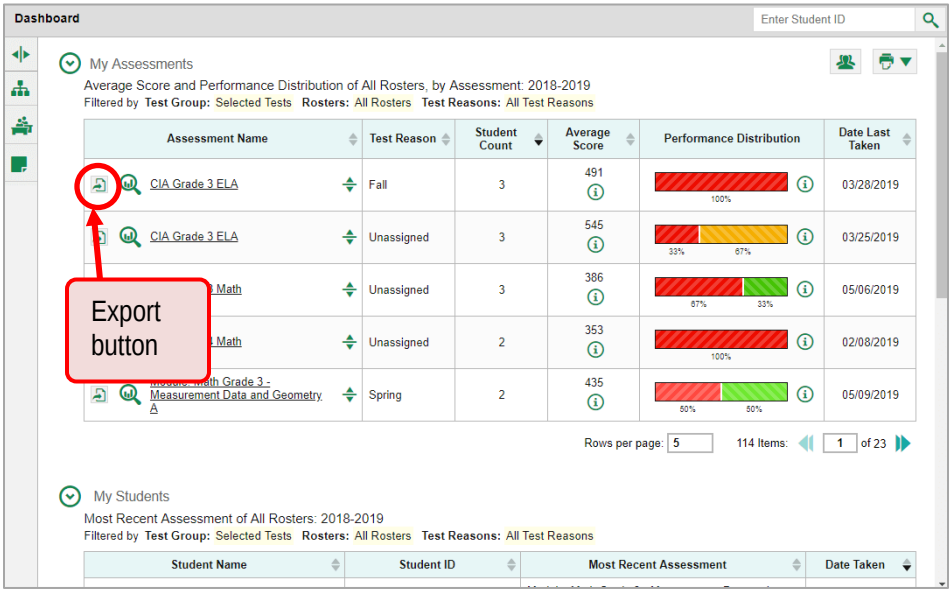
4. Click **Confirm**.

If you saved the report as a PDF or CSV, the ***Inbox*** window appears, displaying the generated report. CSV reports may be zipped.

How can I export an assessment report directly from the dashboard?

1. Click to the left of the assessment whose report you wish to export.

Figure 95. Teacher View: Dashboard

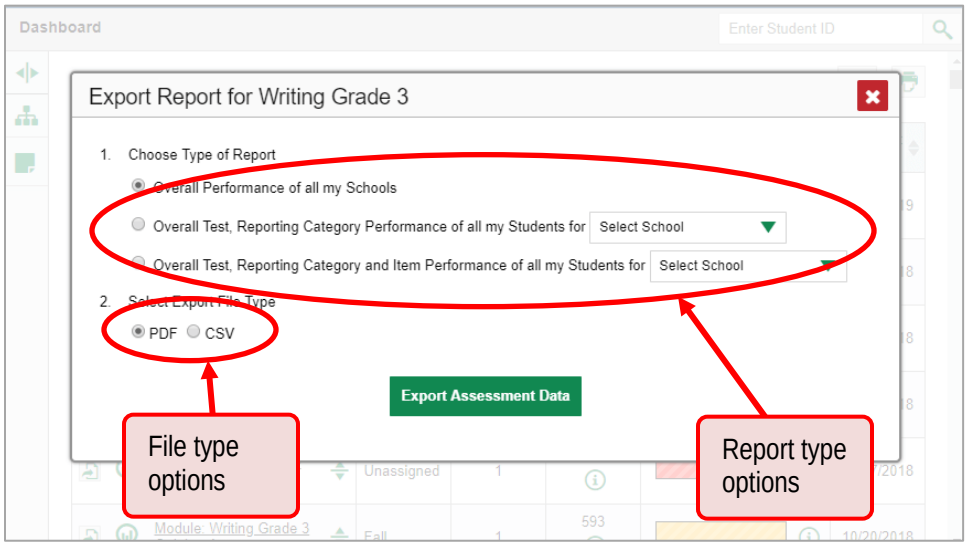


The ***Export Report*** window opens. The options in this window vary according to your user role.

2. Select which report to export for the assessment.

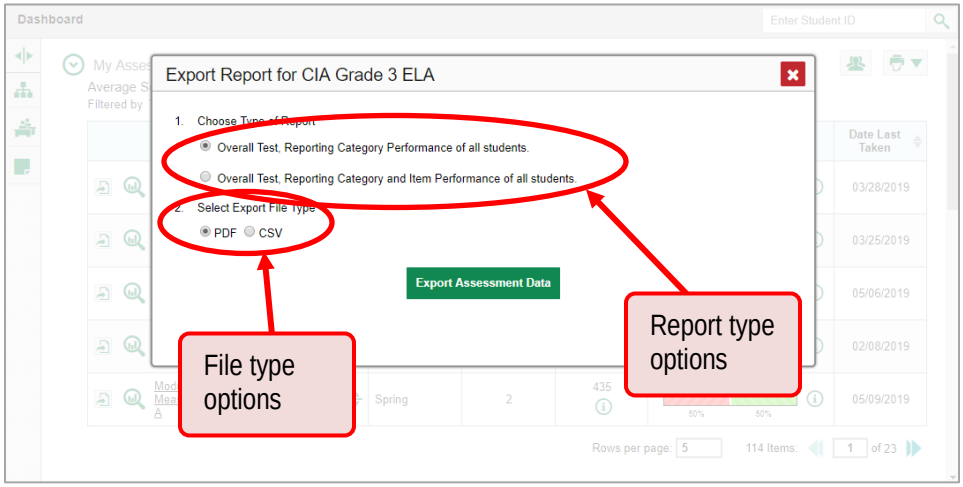
- **Complex area and complex-level users:**
  - To export the complex area and complex test results, mark the **Overall Performance of all my Schools** radio button.
  - To export the school test results (excluding data for individual items), mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.
  - To export the school test results (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

Figure 96. Complex area and complex-Level User View: Export Report Window



- **School-level users and teachers:**
  - To export results for all your students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students.** radio button.
  - To export results for all your students (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all students.** radio button.

Figure 97. Teacher View: Export Report Window



3. Do either of the following:

- To export the report in PDF format, mark the **PDF** radio button.
- To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

4. Click **Export Assessment Data**. A confirmation window appears.

5. Click **Yes** to export or **No** to return to the ***Export Report*** window. When you've exported a file, the ***Inbox*** window appears with the generated file available for download.

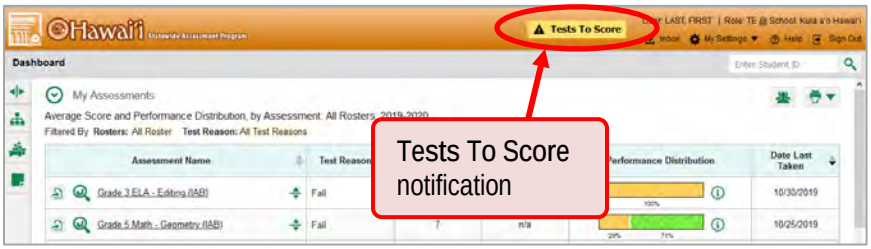
How to Score Items

The AIRWays Reporting System allows authorized users to score certain items on interim tests. Some items that require hand scoring arrive in the AIRWays Reporting System without any scores. Other items arrive in the AIRWays Reporting System with automated scores suggested by the machine scoring system, which authorized users can override if necessary.

How to Score Unscored Items

When you have tests with unscored items, a **Tests To Score** notification appears in the banner.

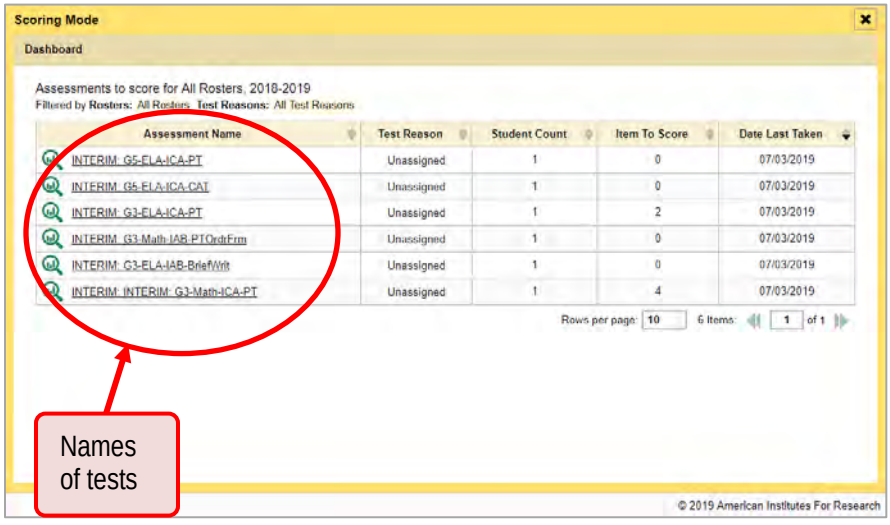
Figure 98. Teacher View: Dashboard with Tests To Score Notification



How can I enter scores for unscored items?

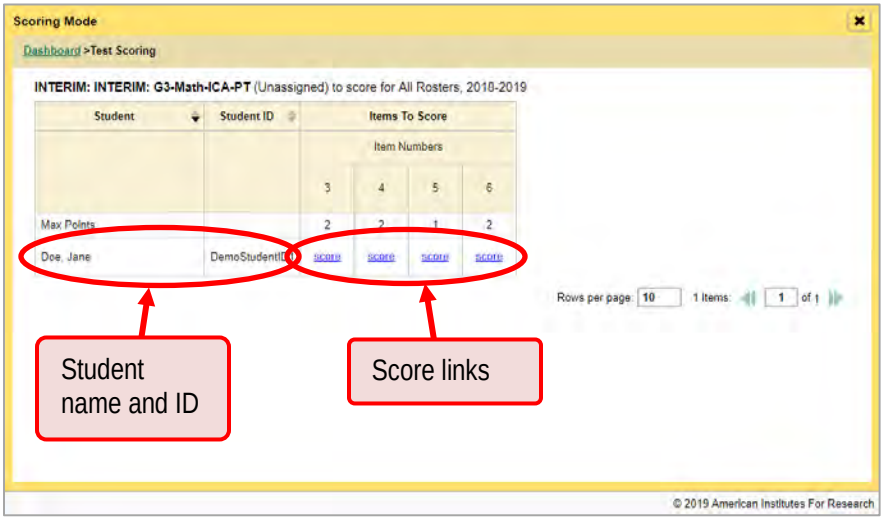
1. In the banner, click **Tests To Score** (see Figure 98). The ***Scoring Mode*** window opens, displaying a list of tests with unscored items. The table on the ***Scoring Mode*** dashboard indicates how many test opportunities and unscored items are available for each test. You can navigate this table just as you would any table of assessments.

Figure 99. Scoring Mode Window: Dashboard



2. Click the name of the test you wish to score (or beside it). The Test Scoring page appears, displaying a list of students and items awaiting scoring for the selected test. You can navigate this table the same way as the previous one.

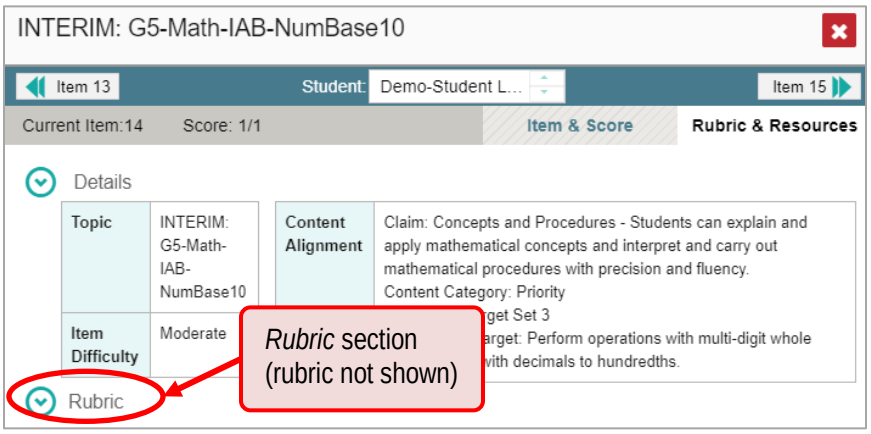
Figure 100. Scoring Mode Window: Test Scoring Page



3. To enter scores for an item, click the **score** link for the required item in the required student's row. The ***Item View*** window opens.

4. In the **Rubric & Resources** tab (see Figure 101), review the item's rubric and available resources, if necessary.

Figure 101. Item View: Rubric & Resources Tab



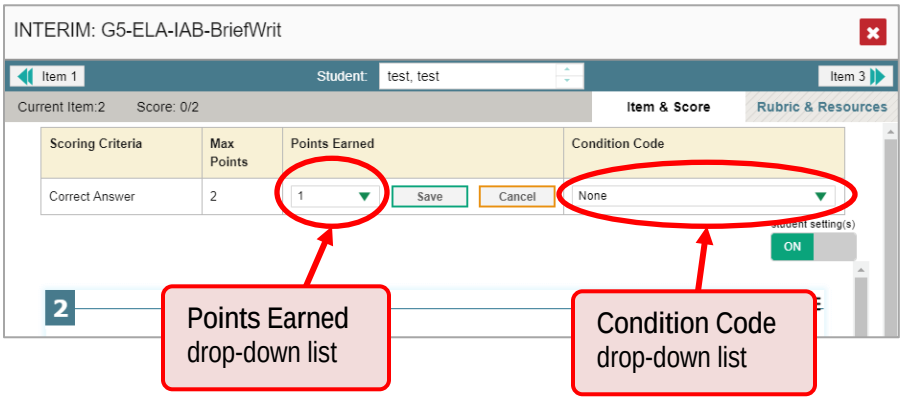
5. In the **Item & Score** tab (see Figure 102), click the edit button in the Scoring Criteria table at the top of the window.

6. Review the student's entered response and do one of the following:

   - To enter a score, select the appropriate score from the **Points Earned** drop-down list.

- To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list.

Figure 102. Item View: Item & Score Tab



7. If the item has multiple scoring criteria, repeat step 6 for each criterion.

8. Click **Save**.

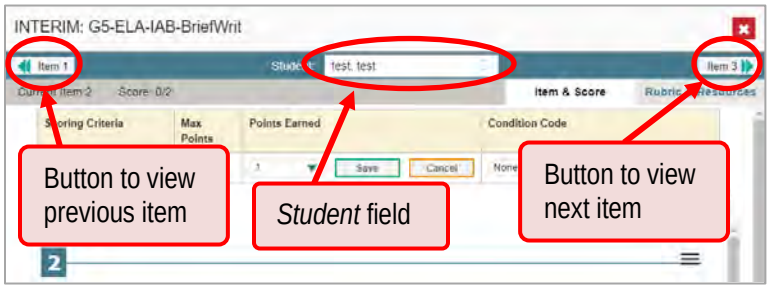
9. To continue scoring items, do one of the following:

   - To view another unscored item for the same student, use the buttons labeled with the previous and next item numbers at the upper corners of the ***Item View*** window.

   - To view the same unscored item for another student, click the up or down arrows on the right side of the *Student* field Demo Student at the top of the window.

   - To return to the ***Scoring Mode*** window and select another item manually, close the ***Item View*** window.

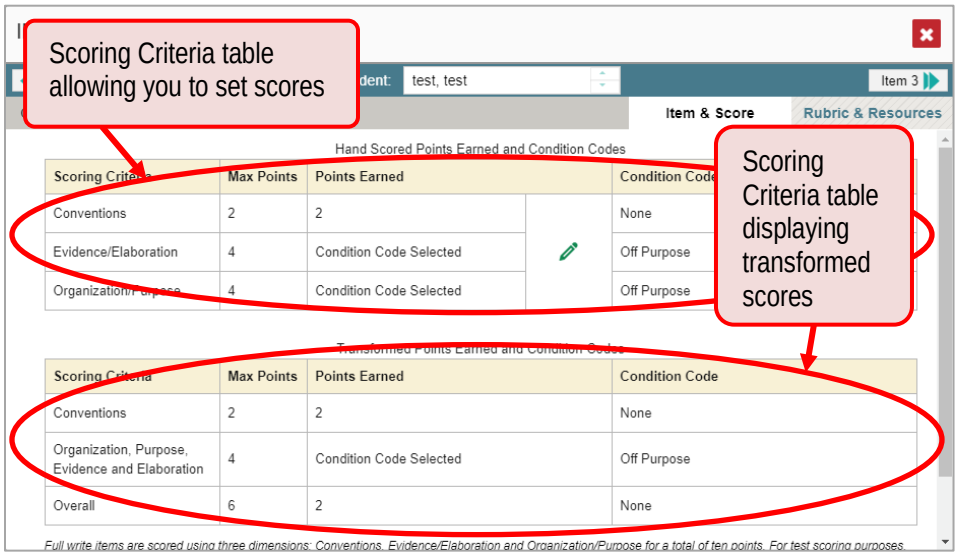
Figure 103. Item View: Item & Score Tab



10. Repeat steps 4–9 until you have entered scores for all the unscored items for the test.

Note that for some items, two Scoring Criteria tables appear, with the top one allowing you to set scores and the bottom one displaying transformed scores (see Figure 104). When you set a score, the new scores are automatically transformed, and the transformed scores automatically appear in reports. You will need to refresh or navigate away from the item or the report before you can view the transformed scores, and there may be a delay before they appear.

Figure 104. Item View Window: Item & Score Tab with Two Scoring Criteria Tables



After you enter scores for all the unscored opportunities of a test, that test is removed from the ***Scoring Mode*** window. You can still modify the item scores on that test directly from the reports by following the procedure in the section How to Modify Scores for Items.

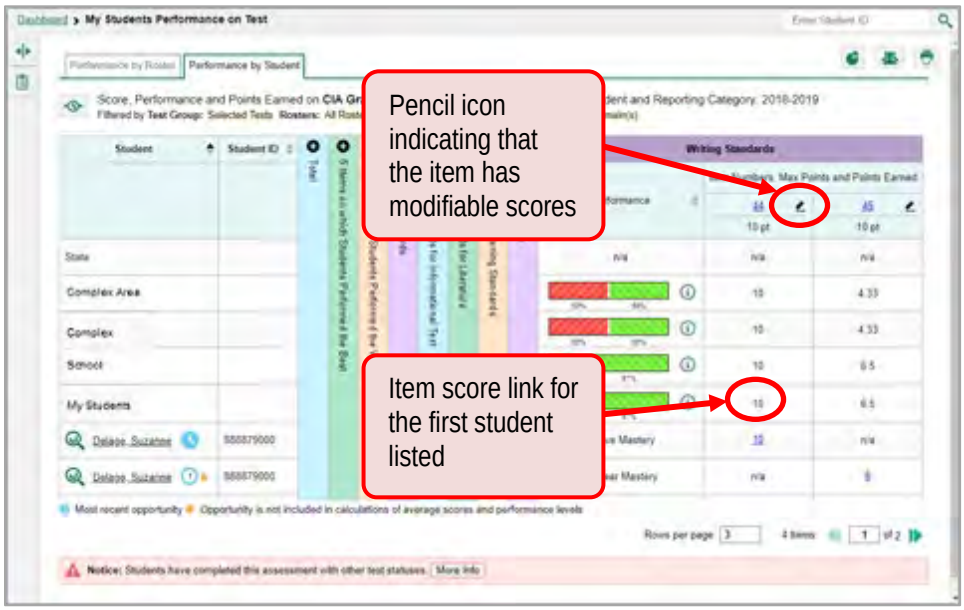
How to Modify Scores for Items

You can modify scores for some items directly from the ***Item View*** window.

Reports display a pencil icon in the column header for each item with a modifiable score.

When a machine-suggested score has a low confidence level, or when a condition code of Non-Specific or Uninterpretable Language has been assigned by machine, ⚠ displays next to the score. It is highly recommended that you review items flagged with this icon.

Figure 105. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

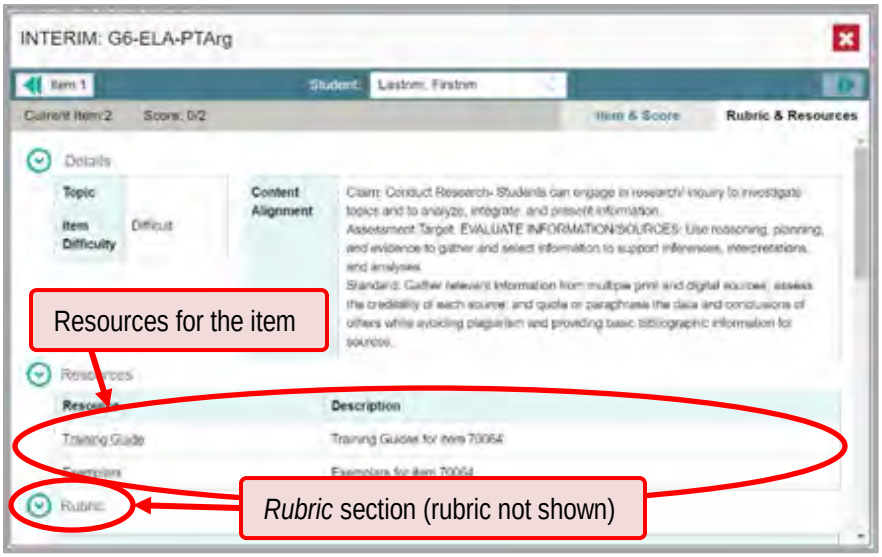


How can I review and modify scores?

1. On a report with modifiable scores, click the item score link in the student's row of the report (see Figure 105). The ***Item View*** window opens.

2. On the **Rubric & Resources** tab (see Figure 106), review the item's rubric and available resources, if necessary.

Figure 106. Item View Window: Rubric & Resources Tab



3. On the **Item & Score** tab, review the student's entered response and click in the Scoring Criteria table at the top of the window.

Figure 107. Item View Window: Item & Score Tab

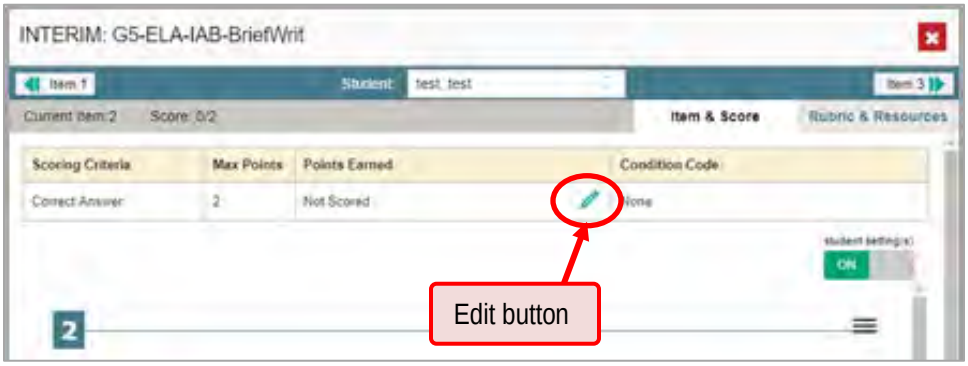
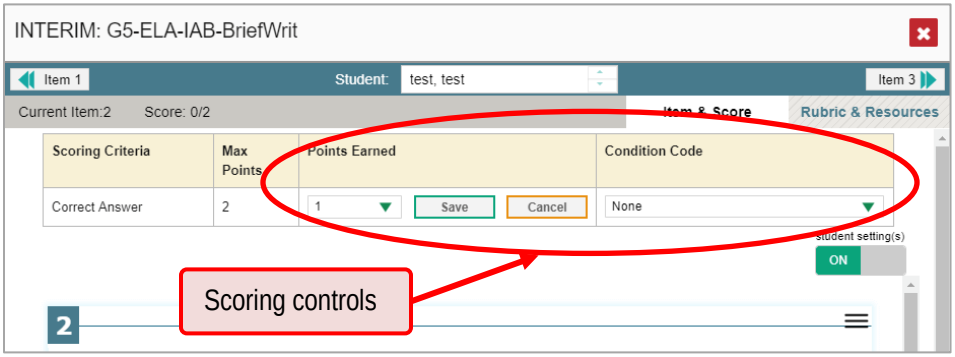


Figure 108. Item View Window: Item & Score Tab



4. Do one of the following:

   - To enter a score for the response, select a numerical score from the **Points Earned** drop-down list.
   - To assign a condition code to the response, select one from the **Condition Code** drop-down list.

5. If the item has multiple scoring criteria, repeat step 4 for each criterion.

6. Click **Save**.

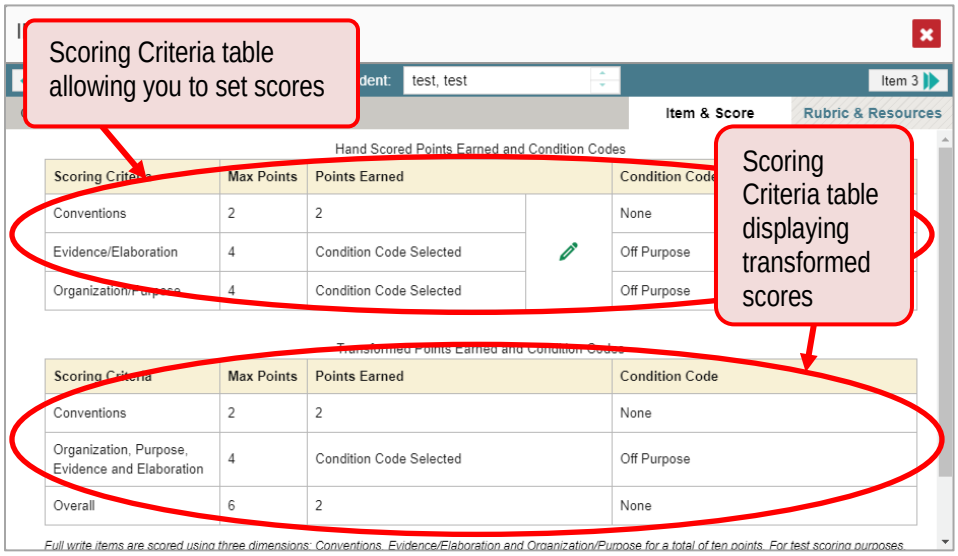
7. To continue modifying scores, do one of the following:

   - To view another item for the same student, use the buttons labeled with the previous and next item numbers at the upper corners of the ***Item View*** window.
   - To view the same item for another student, use the up or down arrow buttons on the right side of the *Student* field Demo Student at the top of the ***Item View*** window.

The performance data in the test results update automatically when you close the ***Item View*** window.

Note that for some items, two Scoring Criteria tables appear, with the top one having modifiable scores and the bottom one displaying transformed scores. When you modify a score, the new scores are automatically transformed, and the transformed scores automatically appear in reports. You will need to refresh or navigate away from the item or the report before you can view the transformed scores, and there may be a delay before they appear.

Figure 109. Item View Window: Item & Score Tab: Two Scoring Criteria Tables



Appendix

Appendix sections are alphabetized for your convenience.

C

Class (Roster) Management

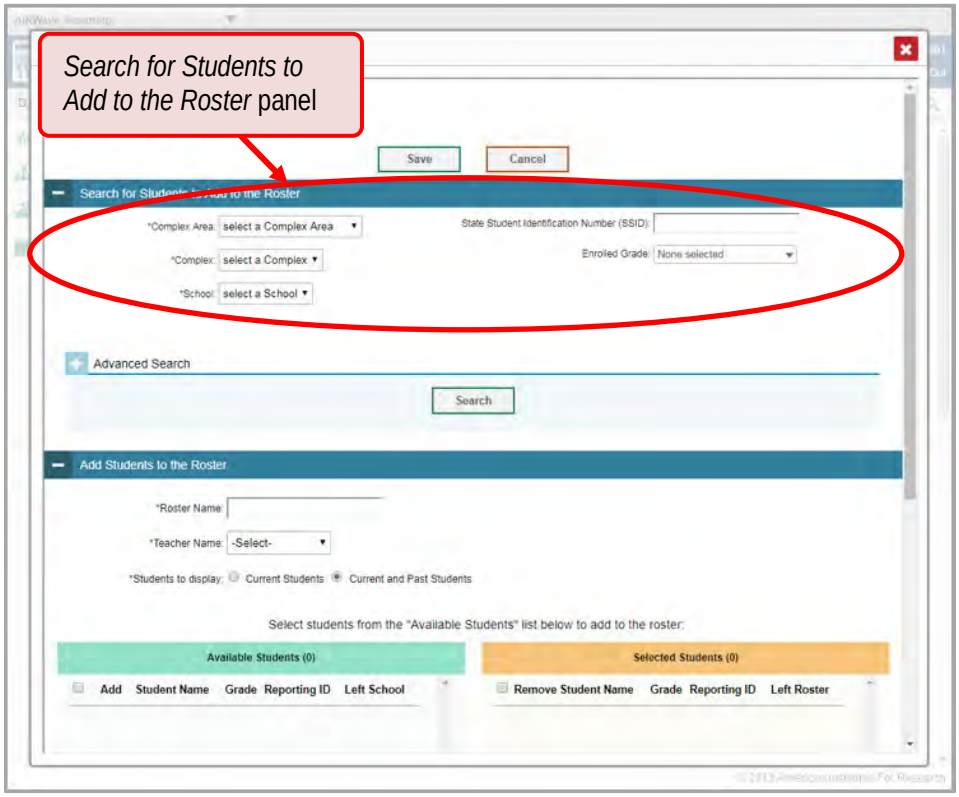
School-level users can add, edit, and delete classes (rosters). Classes are a great way to organize students, allow teachers to view their students' performance, and allow other users to compare the performance of different classes.

How can I add a class (roster)?

You can create new classes (rosters) from students associated with your school.

1. From the **My Settings** menu in the banner, select **Add Roster**. The ***Roster Manager*** window appears, showing the Add Roster form.

Figure 110. Roster Manager Window: Add Roster Form



2. In the *Search for Students to Add to the Roster* panel, do the following:

    a. Enter search terms and select values from the available search parameters, as required.

    b. *Optional*: In the *SSID* field enter information about a particular student you want to add.

c. *Optional*: In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.

d. *Optional*: In the *Advanced Search* panel, select additional criteria:

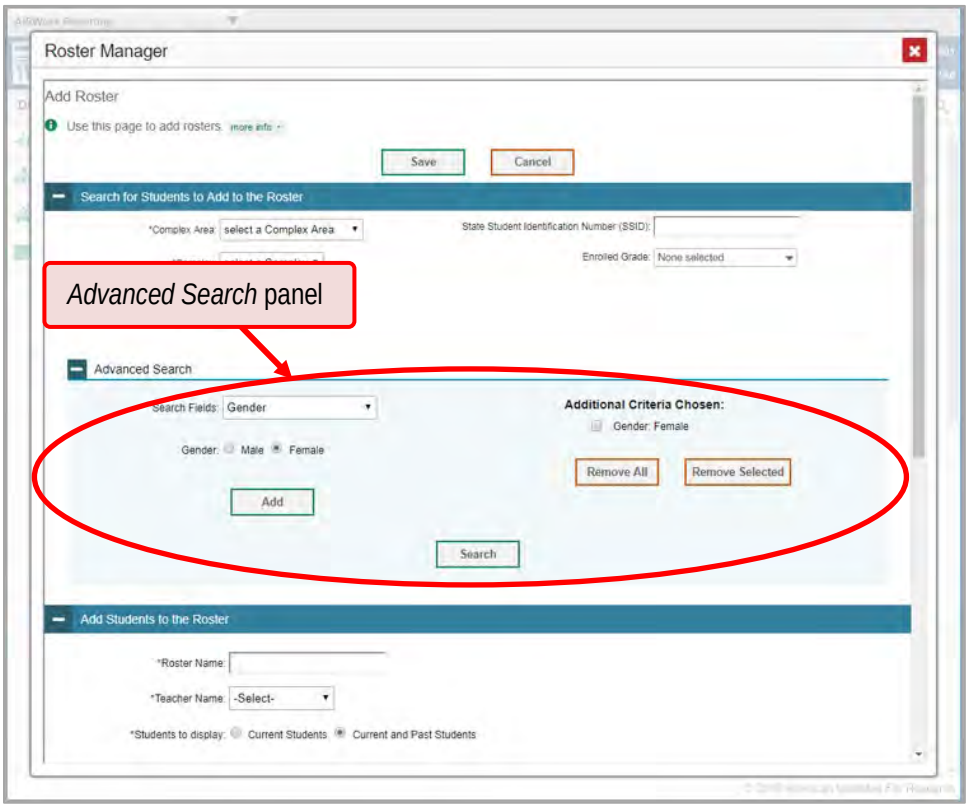
i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.

ii. In the related fields, select the additional criteria.

iii. Click **Add**.

iv. *Optional*: To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

Figure 111. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use



e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.

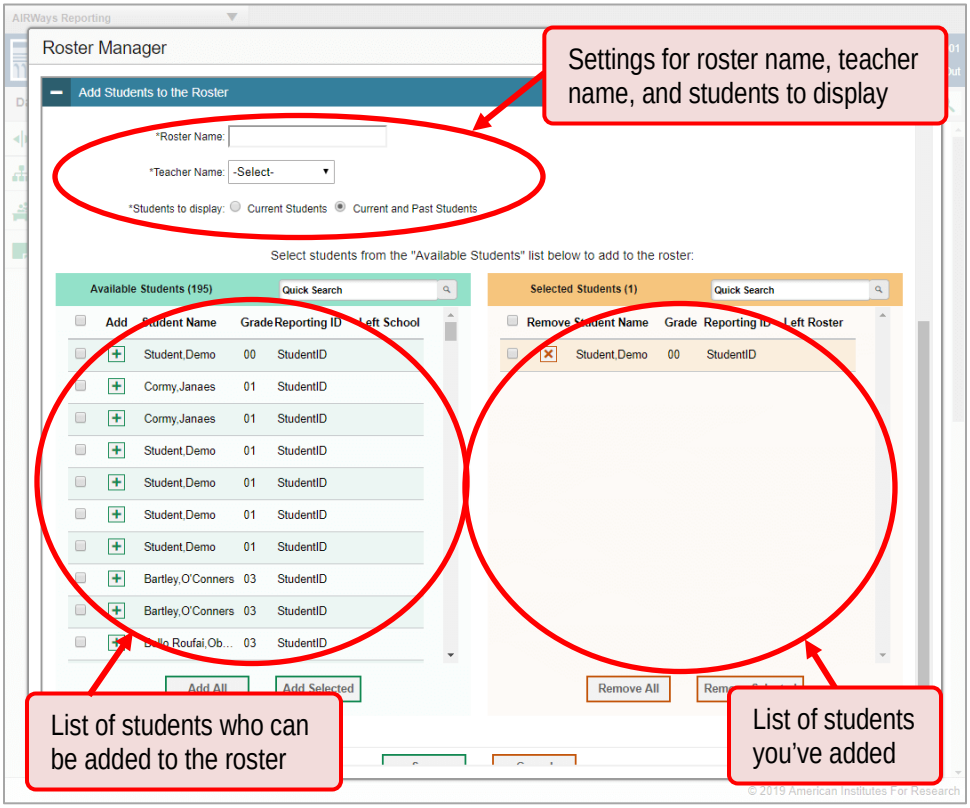
3. In the *Add Students to the Roster* panel, do the following:

a. In the *Roster Name* field, enter the roster name.

b. From the **Teacher Name** drop-down list, select a teacher.

c. *Optional*: To include former students in the Add Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school.

Figure 112. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel



d. **To add students**, do one of the following in the list of available students:

- To move one student to the roster, click ➕ beside that student's name.
- To move all the students in the *Available Students* list to the roster, click **Add All**.
- To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

e. **To remove students**, do one of the following in the list of students in this roster:

- To remove one student from the roster, click ✖ beside that student's name.
- To remove all the students from the roster, click **Remove All**.

- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

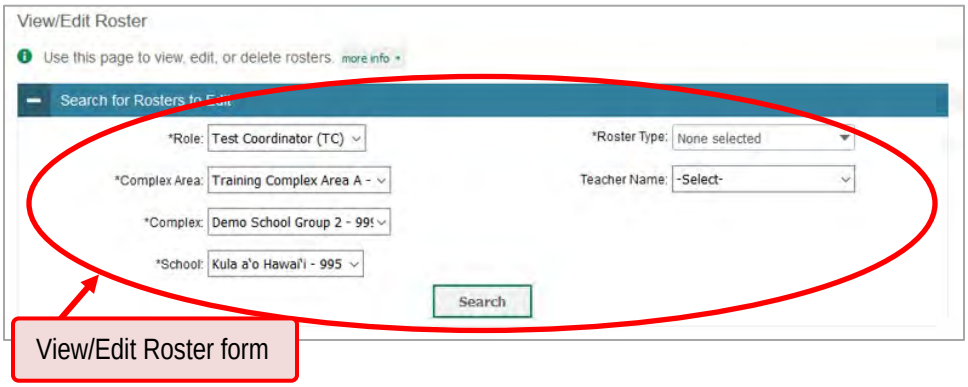
4. Click **Save**, and in the affirmation dialog box click **Continue**.

How can I modify a class (roster)?

You can modify a class (roster) by changing its name, changing its associated teacher, adding students, or removing students.

1. From the **My Settings** menu in the banner, select **View/Edit Rosters**. The ***Roster Manager*** window appears, showing the View/Edit Roster form.

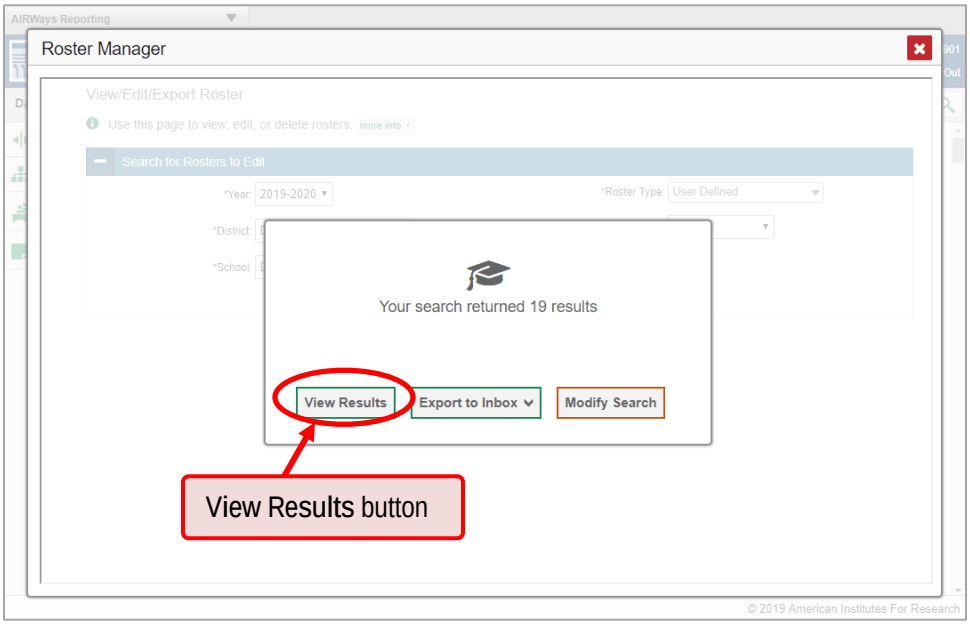
Figure 113. Roster Manager Window: View/Edit Roster Form



2. In the *Search for Rosters to Edit* panel, select the Role, Complex Area, Complex, School, and roster type for the roster you wish to edit. Optionally, select a teacher.

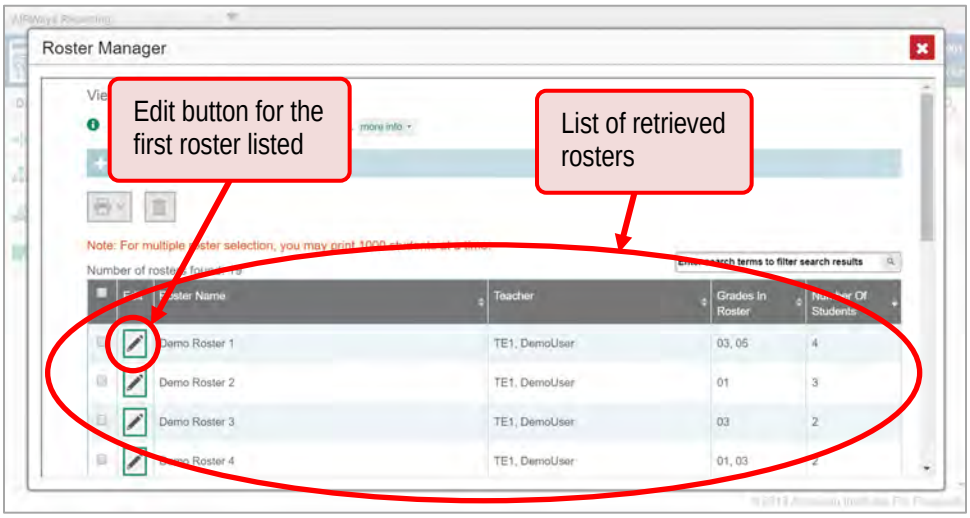
3. Click **Search**. A search results pop-up appears. Click **View Results** to view the results in your browser.

Figure 114. Roster Manager Window: Search Results Pop-Up



4. A list of retrieved rosters is generated.

Figure 115. Roster Manager Window: View/Edit Roster Form Showing Retrieved Rosters



5. In the list of retrieved rosters, click for the roster whose details you want to view. The ***View/Edit Roster*** window opens.

6. *Optional*: To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:

   a. Enter search terms and select values from the available search parameters, as required.

b. *Optional*: In the *SSID* field, enter information about a particular student you want to add.

c. *Optional*: In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.

d. *Optional*: In the *Advanced Search* panel, select additional criteria:

i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.

ii. In the related fields, select the additional criteria.

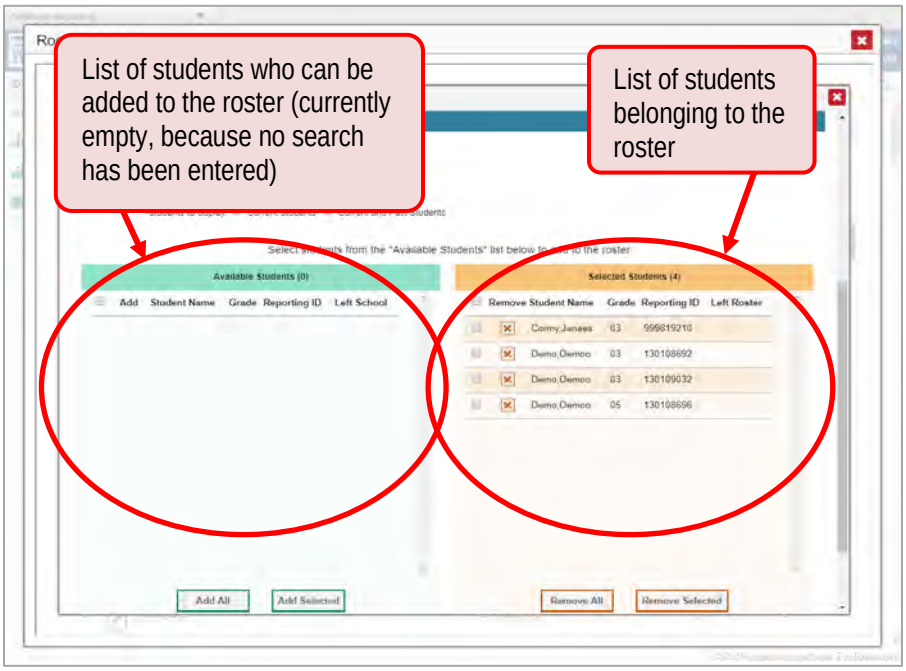
iii. Click **Add**.

iv. *Optional*: To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.

7. Scroll down to view the *Add Students to the Roster* panel.

Figure 116. Roster Manager Window: View/Edit Roster Window Scrolled Down to the Add Students to the Roster Panel



8. *Optional*: In the *Add Students to the Roster* panel, do the following:

a. In the *Roster Name* field, enter a new name for the roster.

b. From the **Teacher Name** drop-down list, select the roster's new teacher.

c. *Optional*: To include former students in the Edit Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.

d. To add students, do one of the following in the list of available students:

- To move one student to the roster, click + beside that student's name.
- To move all the students in the *Available Students* list to the roster, click **Add All**.
- To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

e. To remove students, do one of the following in the list of students in this roster:

- To remove one student from the roster, click × beside that student's name.
- To remove all the students from the roster, click **Remove All**.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

9. At the bottom of the page, click **Save**, and in the affirmation dialog box click **Continue**.

How can I upload classes (rosters)?

If you have many classes (rosters) to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **My Settings** menu in the banner, select **Upload Rosters**. The ***Roster Manager*** window appears, showing the Upload Rosters: Upload page.

Figure 117. Roster Manager Window: Upload Rosters: Upload Page

2. On the Upload Rosters: Upload page, click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).

3. Open the template file in a spreadsheet application.

4. Fill out the template and save it.

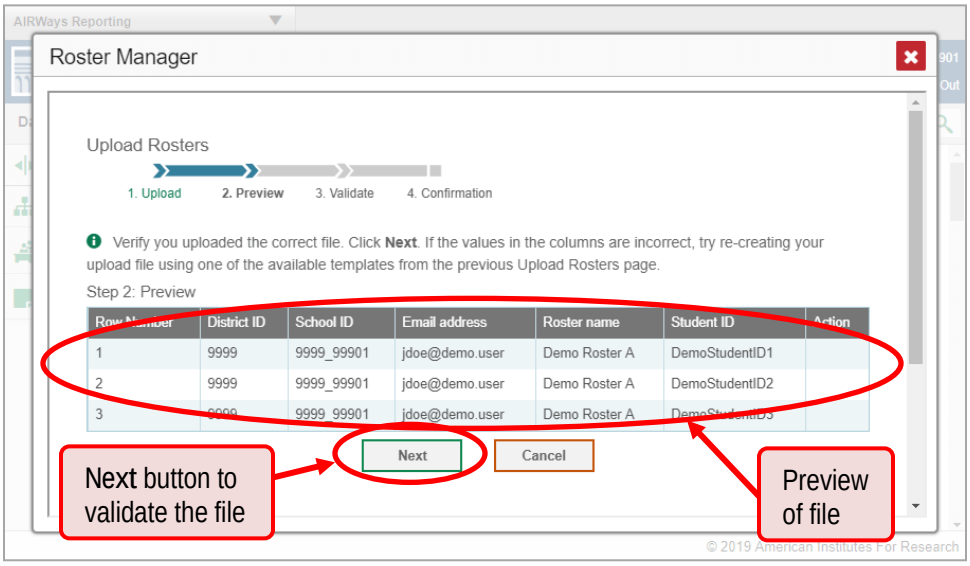
Figure 118. Filled-Out Roster Upload Template

	A	B	C	D	E
1	**School ID**	**User Email ID**	**Roster Name**	**SSID**	**ACTION**
2	DemoSchoolID1	jdoe@air.org	Demo Roster A	DemoStudentID1	Add
3	DemoSchoolID1	jdoe@air.org	Demo Roster A	DemoStudentID2	Add
4	DemoSchoolID1	jdoe@air.org	Demo Roster A	DemoStudentID3	Add
5					
6					
7					
8					

5. On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.

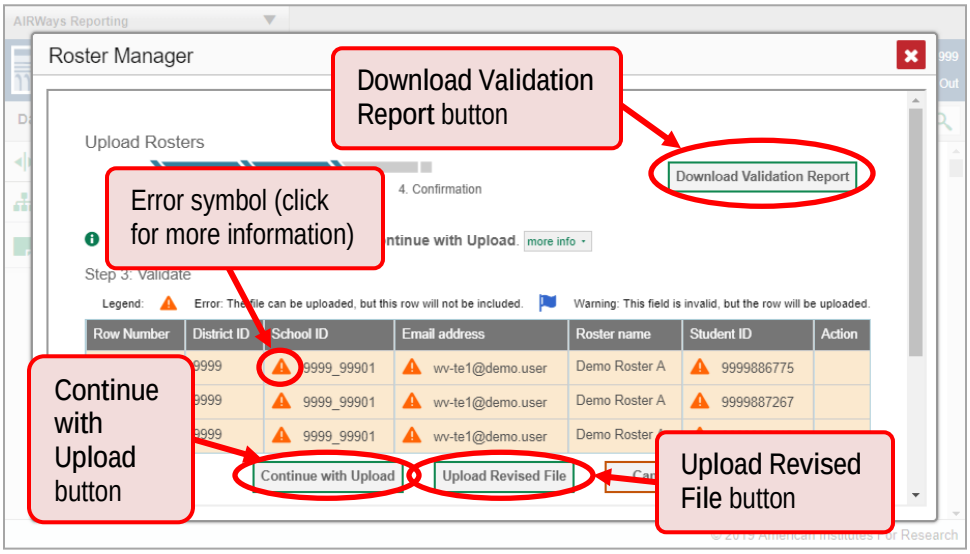
6. Click **Next**. The Upload Rosters: Preview page appears (see Figure 119). Use the file preview on this page to verify you uploaded the correct file.

Figure 119. Roster Manager Window: Upload Rosters: Preview Page



7. Click **Next** to validate the file. Any errors ⚠ or warnings ⚑ are displayed on the Upload Rosters: Validate page. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Figure 120. Roster Manager Window: Upload Rosters: Validate Page



- *Optional*: Click the error and warning icons in the validation results to view the reason a field is invalid.

- *Optional*: Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

If your file contains a large number of records, the AIRWays Reporting System processes it offline and sends you a confirmation email when it's complete. While the AIRWays Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

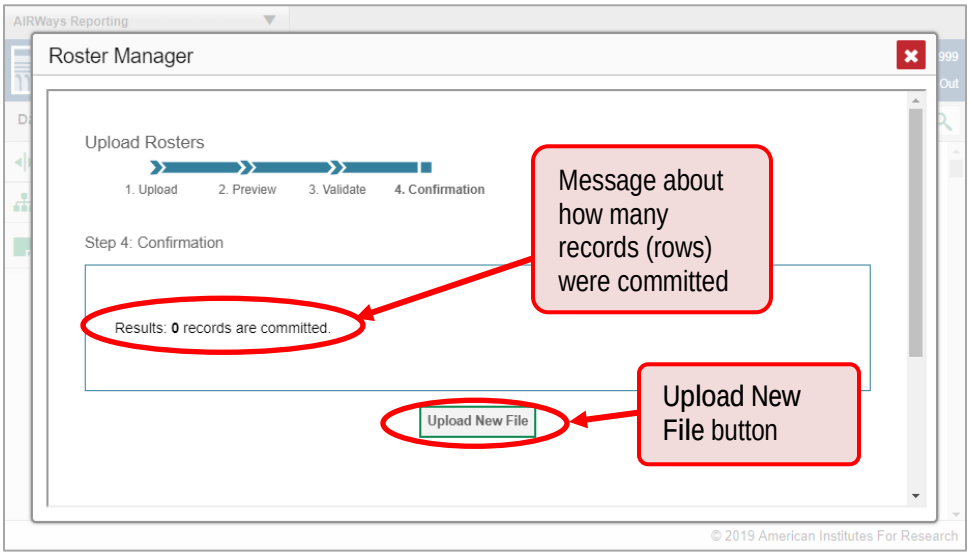
8. Do one of the following:

   - Click **Continue with Upload** at the bottom of the page. The AIRWays Reporting System commits those records that do not have errors. If there are too many errors, you won't be able to do this.

   - Click **Upload Revised File** at the bottom of the page to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

The Confirmation page appears, displaying a message about how many records (rows) were committed.

Figure 121. Upload Rosters: Confirmation Page



9. *Optional*: To upload another roster file, click **Upload New File**.

Table 1 provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 1. Columns in the Rosters Upload File

Column Name	Description	Valid Values
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the school.	Up to 30 alphanumeric characters.
ACTION*	Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.	`Add` or `Delete`.

*Required field.

Condition Codes

Table 2 provides an overview of the various condition codes that may be entered for a machine- or hand-scored item when a traditional score cannot be entered for the student's response. The condition codes listed below are substantially similar to the condition codes used on the Smarter Balanced Summative Assessments. In some instances, the information provided in the Smarter Balanced Interim

Assessment condition codes used in AIRWays Reporting has been expanded from the information provided in the Summative Assessments, to better assist teachers in their review of student responses in the AIRWays Reporting system.

Table 2. Condition Codes

Source of Code	Condition Code	Description
Human	Blank	• The student did not enter a response.
Human	Insufficient Text	• The student has not provided a meaningful response. Some examples: ▪ Random keystrokes ▪ Undecipherable text ▪ "I hate this test" ▪ "I don't know", "IDK" ▪ "I don't care" ▪ "I like pizza!" (in response to a reading passage about helicopters) ▪ Response consisting entirely of profanity • For ELA Full Writes, use the "Insufficient Text" code for responses described above and also if ▪ The student's original work is insufficient to make a determination whether the student is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics. ▪ The response is too brief to make a determination regarding whether it is on purpose or on topic.
Human	Non-Scorable Language	• ELA/literacy: Language other than English. • Mathematics: Language other than English or Spanish.
Human	Off Purpose	• For ELA Full Writes only: ▪ A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task. ▪ An off-purpose response addresses the topic of the task but not the purpose of the task. ▪ Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose. ▪ Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.

Source of Code	Condition Code	Description
Human	Off Topic	• For ELA Full Writes only: ▪ A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative). ▪ Off-topic responses are generally substantial responses.
Machine	Blank	• The student did not enter a response.
Machine	Insufficient Text (Duplicated Text)	• The response contains a significant amount of text repeated over and over.
Machine	Insufficient Text (Too Few Words)	• The response contains too few words to be considered a valid attempt.
Machine	Insufficient Text (Copied Text from the Prompt)	• The response is largely composed of text copied from the prompt.
Machine	Insufficient Text (Refused to Answer)	• The response is a refusal to respond, in a form such as “idk” or “I don’t know.”
Machine	Non-Specific	• This condition code is assigned to machine-scored responses when TDS identifies that the response requires a condition code but cannot determine which specific condition code it requires.
Machine	Non-Scorable Language (Spanish Response)	• The response is in Spanish.
Machine	Non-Scorable Language (Uninterpretable Language)	• The response is in a language other than English or Spanish.

H

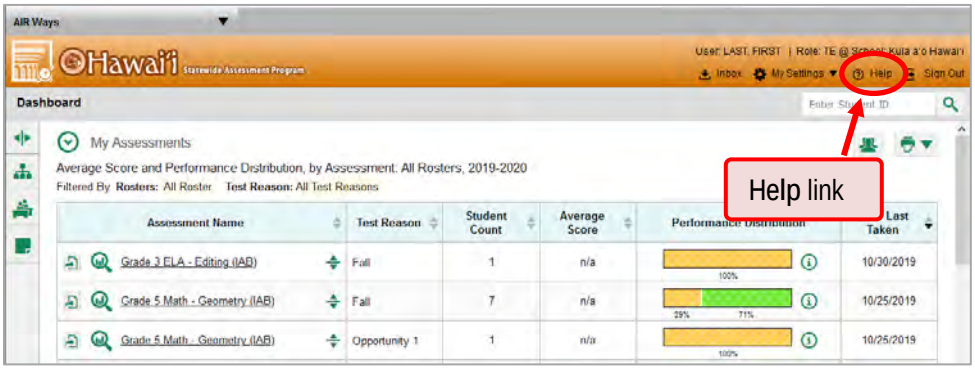
Help

The AIRWays Reporting System includes an online user guide.

How can I access the online user guide?

In the banner, click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the Overview of the Dashboard page.

Figure 122. Teacher View: Dashboard



I

Inbox

The AIRWays Reporting System allows you to access a Secure Docs Inbox feature that is integrated with other online assessment systems such as TIDE. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, and files exported by users.

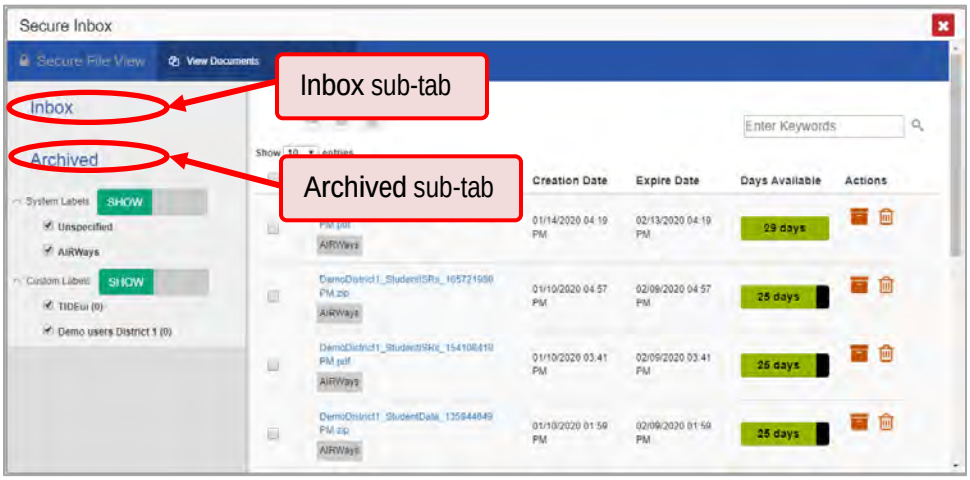
Each user's Secure Docs Inbox is personal to them and not shared among other users. Users can easily manage the files in their Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also share files by sending them to other users' Inboxes.

How can I access and manage files in the Inbox?

Figure 123. Teacher View: Dashboard

1. In the banner, click **Inbox**. The ***Secure Inbox*** window appears (see Figure 125). By default, the Inbox window displays the **View Documents** tab.

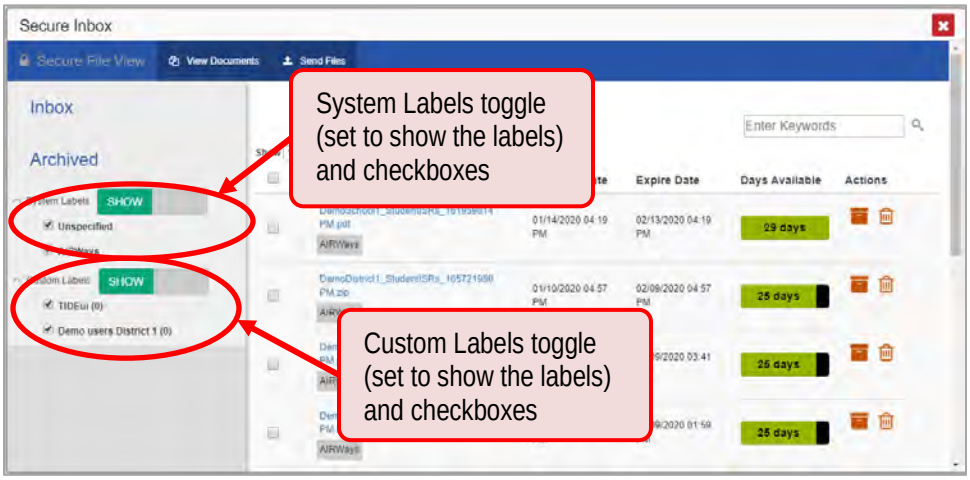
Figure 124. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab



2. Choose either of the available tabs:

   - **Inbox**: Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
   - **Archived**: Displays files that have been archived. Includes the same columns as the main **Inbox** tab.

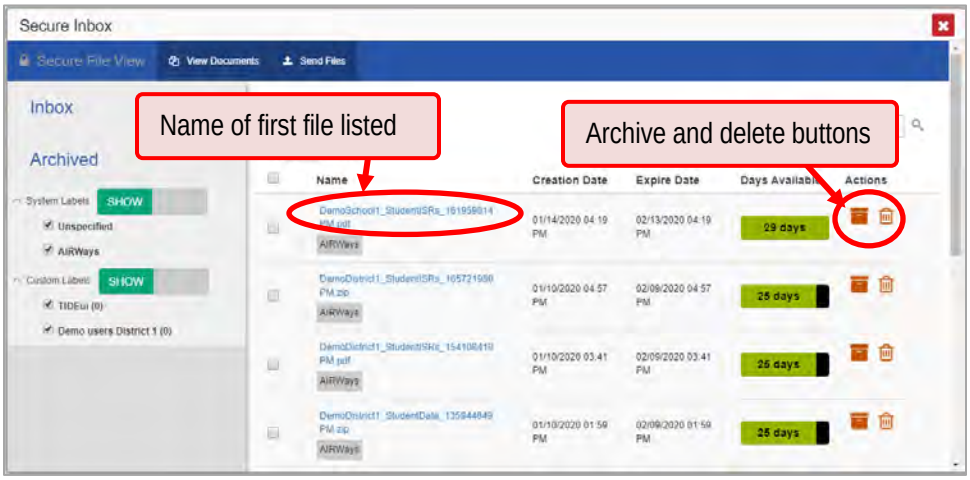
Figure 125. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab



3. *Optional*: To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
4. *Optional*: To hide or display system labels, click the System Labels toggle.
5. *Optional*: To hide files with a particular system label, clear the checkbox for that label.
6. *Optional*: To hide or display custom labels, click the Custom Labels toggle.

7. *Optional*: To hide files with a particular custom label, clear the checkbox for that label.

Figure 126. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab



8. *Optional*: Do one of the following:

   - To download a file, click the name of the file.
   - To apply a custom label, follow these instructions:
     - To create a new custom label, mark the checkbox for any file, click the label button, enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.
     - To apply a custom label to a file, mark the checkbox for that file, click the label button, mark the checkbox for that label, and click **Apply Label**.
   - To archive a file, click .
   - To unarchive a file, click . The file is moved back to the main Inbox.
   - To delete a file, click .

You cannot delete or archive secure documents uploaded to the Inbox by admin users.

How can I use the Inbox to send files to other users' Inboxes?

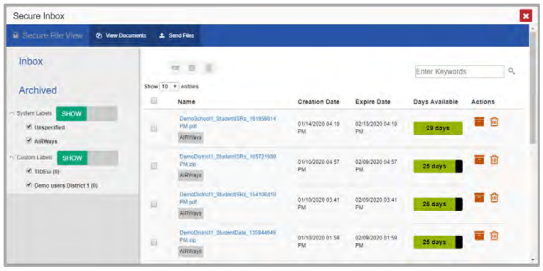
You can send a file or files from the Inbox window to individual recipients by email address or to groups of recipients by user role. Sent files will appear in each recipient's Secure Docs Inbox.

1. In the banner, click **Inbox**. The ***Secure Inbox*** window appears (see Figure 128). By default, the Inbox displays the **View Documents** tab.

Figure 127. Banner

2. Select the **Send Files** tab at the top of the window.

Figure 128. Inbox – View Documents



3. In the *Select Recipients* field, do one of the following:

   - Select **By Role** to send a file or files to a group of users by user role.
   - Select **By Email** to send a file or files to a single recipient by email address.

   If you select **By Email**, skip to step 7.

Figure 129. Inbox – Send Files

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see Figure 130).

Figure 130. Send Files – Select Role(s)

5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send (see Figure 131). These drop-down lists adhere to TIDE's user role hierarchy. For example, complex-level users will be able to filter at their role level and below.

Figure 131. Send Files – Select Organization(s)

7. If you selected **By Role** in step 3, skip this step. If you selected **By Email** in step 3, enter the email address of the recipient to whom you wish to send a file or files.

Figure 132. Send Files – By Email

8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
10. Click **Send**. The file(s) will appear in each selected user's Inbox.

M

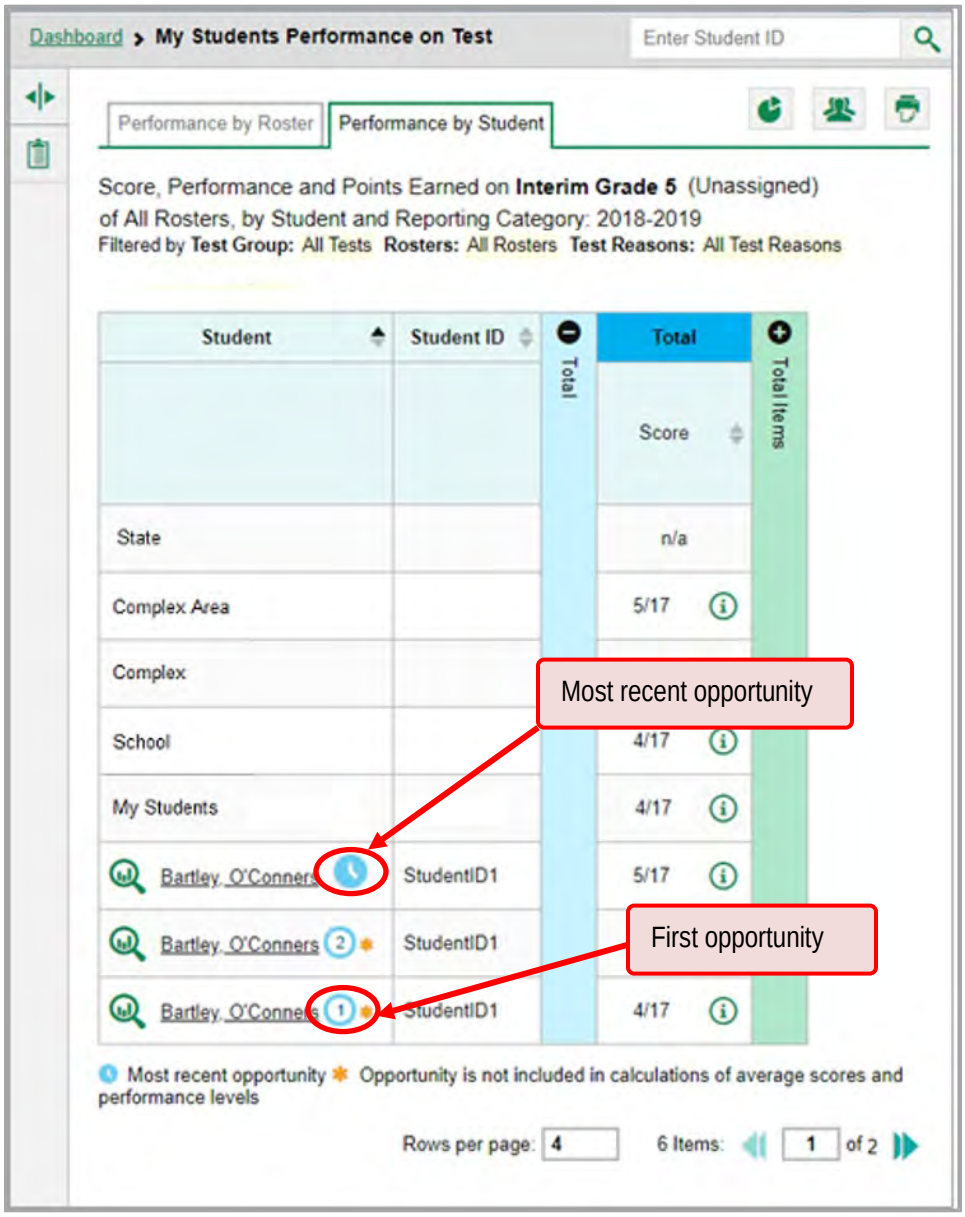
Multiple Test Opportunities

Sometimes test results will include multiple rows for the same student.

What does it mean when test results include multiple rows for the same student?

When a student completes multiple test opportunities for a single assessment, reports display a row of data for each opportunity. As in Figure 133, a clock icon appears next to the most recent opportunity. Previous opportunities are marked with numbers (1), starting from the earliest test taken.

Figure 133. School Performance on Test Report: Performance by Student Tab



Only data for the most recent opportunity are used to calculate the average scores and performance levels.

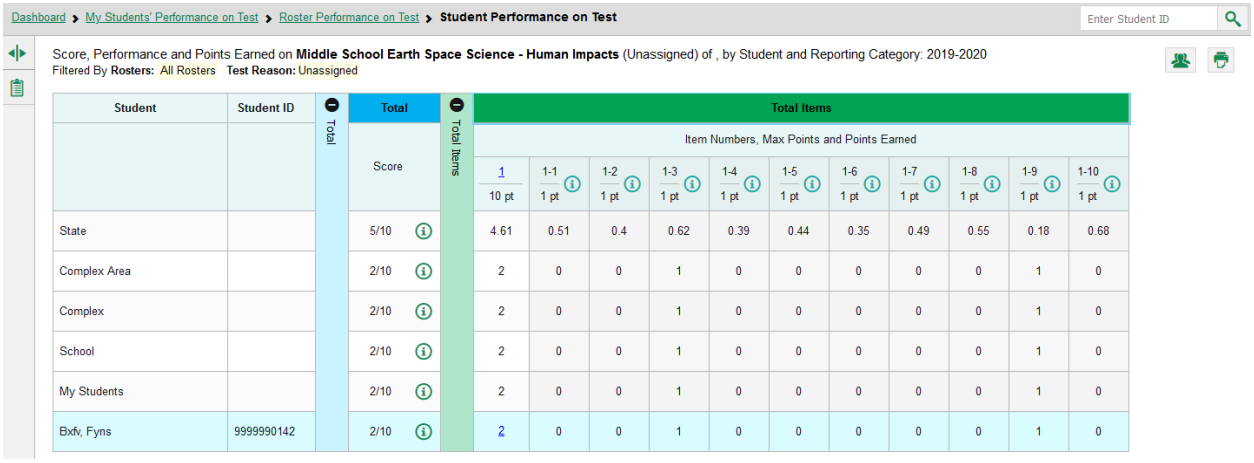
N

NGSS Interim Assessment Results

HSA Science (NGSS) and Biology 1 (NGSS) Interim Assessment reports are available at various levels within a complex. Access to each assessment report depends on your user role in TIDE. Below is a brief description of each level of results.

- **Group-level results**: Group-level results can help educators evaluate the degree to which they may need to adjust their instruction by analyzing in which areas students are excelling and for which they may need additional support. The definition of a group is locally defined. Some examples are a teacher's classes, or the group of students who received similar instruction or who participates in a specific program (e.g., intervention or enrichment). The AIRWays Reporting System allows users to establish customized groups or to display results by grade-level, demographic category, education status (e.g., SWD, EL) within a particular school.
- **Student-level results**: Student-level results provide a roster of students with each student's raw score on a selected NGSS Interim Assessment.

Figure 134. Student Performance on NGSS Interim Assessment



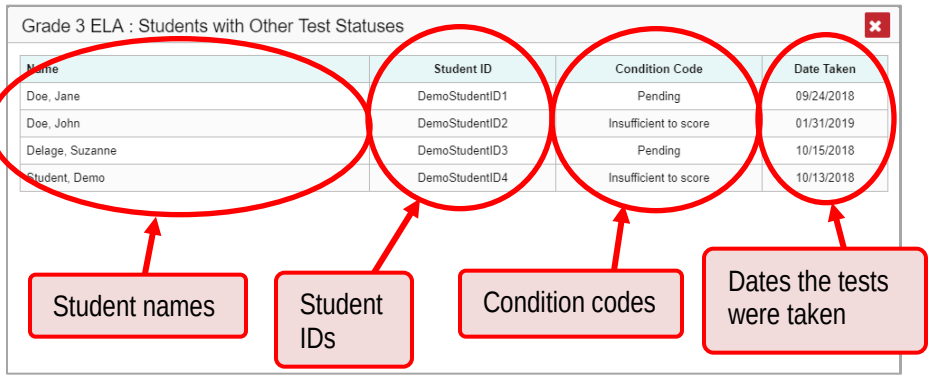
- **Item-level results**: Item-level results provide student responses to test questions and enable educators to evaluate any patterns in responses by looking at which items the group did well on and on which items they struggled. The item-level view for an individual student shows the disciplinary core idea, performance expectation, rubric(s), scoring assertion(s) the maximum score, and the student's score for the item in the cluster. In addition, users can view scoring rubrics and student responses.

Non-Scorable Test Opportunities

The reports in AIRWays Reporting do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidated", or when it includes blank or empty reporting categories (reporting categories without items). If a test opportunity is non-scorable, a notification appears below the report for that assessment.

You can click **More Info** on the notification to view the ***Students with Other Test Statuses*** window. This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 135. Students with Other Test Statuses Window



P

Performance Data

What kinds of performance data are displayed in the AIRWays Reporting System?

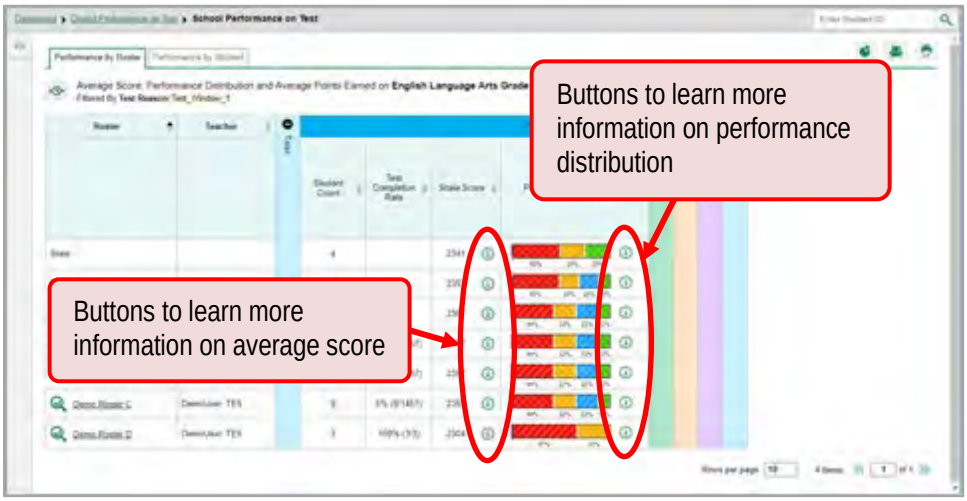
Depending on the test, a report may display different kinds of performance data:

- Score data:
  - Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.
- Performance level data, which are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or cluster of standards. Some aggregate reports include performance distribution bars showing the percentage of students who achieved each performance level.

How can I learn more about what scores and performance levels are?

In a report, click the more information button ⓘ in the score or Performance Distribution columns.

Figure 136. Complex area and complex-Level User View: School Performance on Test Report



A legend appears, explaining what the scores or performance levels indicate.

Figure 137. Complex area and complex-Level User View: School Performance on Test Report with Expanded Scale Score Legend

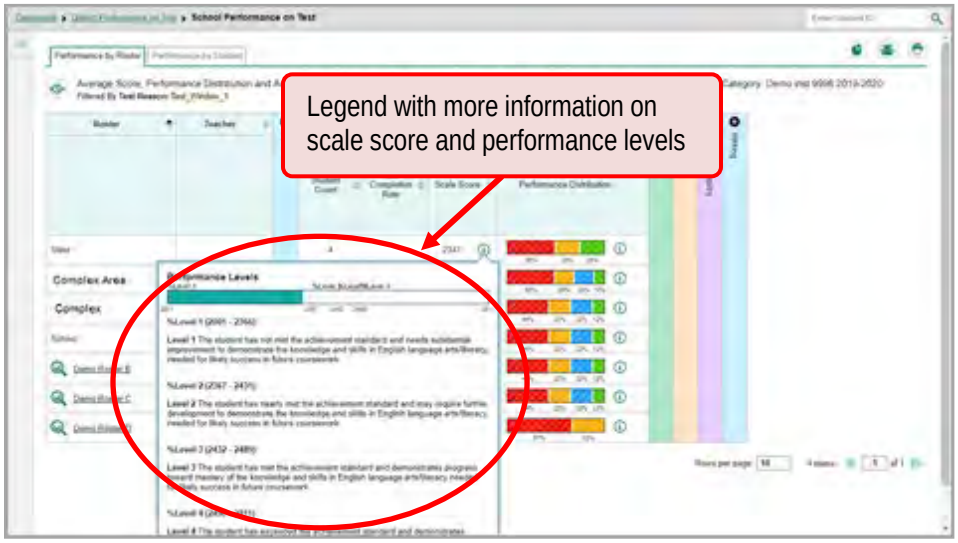
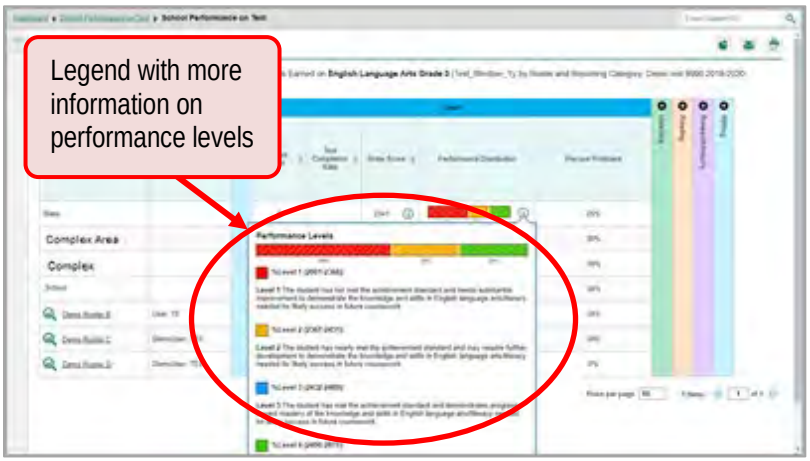


Figure 138. Complex area and complex-Level User View: School Performance on Test Report with Expanded Performance Distribution Legend



You will find similar buttons ⓘ in reports throughout the AIRWays Reporting System.

R

Report Tables

How can I sort a table?

1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker when the column is sorted in descending order.

2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker when the column is sorted in ascending order.

How can I specify the number of rows displayed?

In the *Rows per page* field Rows per page: 25 below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.

You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

How can I view additional table rows?

- To move to the next and previous pages in a table, click the arrow buttons at the lower-right corner of the table.

- To jump to a specific table page, enter the page number in the field 1 at the lower-right corner of the table.

How can I view additional table columns?

To scroll the table to the right or left, click the arrow buttons on the right and left sides of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or and to expand and collapse them.

How can I expand all accordion sections in a table?

If you're navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most test results, will make the table accessible to a screen reader.

1. Navigate to the table by tabbing through the page in your browser. When the "Load Accessible Table" message appears, press the **Enter** key. All the accordion sections expand.

2. *Optional*: To collapse the sections again, navigate back to the table. When the "Hide Accessible Table" message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

T

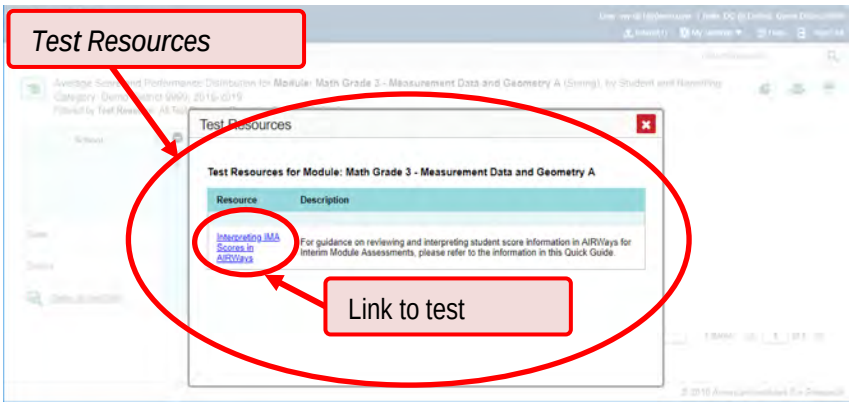
Test Resources

How can I access additional information on an assessment?

Some test results in the AIRWays Reporting System include supplementary information that you can access, such as resources provided for the assessment in the Digital Library.

If additional assessment information is available, click the books button in the upper-left corner of the report table. If the Assessment Report also includes a Longitudinal Report, this link will appear in a context menu . A ***Test Resources*** window opens. It displays resource links that open in a new browser tab or window.

Figure 139. Test Resources Window



U

User Support and Troubleshooting Information

User Support

For additional information and assistance in using the AIRWays Reporting System, contact the HSAP Help Desk. The Help Desk is open 7:30 a.m. to 4:00 p.m. HST, Monday – Friday (except holidays)

Hawaii Statewide Assessment Program Help Desk

Toll-Free Phone Support: 1-866-648-3712

Email Support: hsaphelpdesk@air.org

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the alohahsap.org portal website in the **Resources >> Technology** section.

Include the following information:

- Test Administrator name and IT/network contact person and contact information
- If the issue pertains to a student, provide the student's SSID and associated complex area and complex or school. Do not provide the student's name.
- Results ID for the affected student tests
- Affected test ID and question number, if applicable.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 60 or Mac OS 10.14 and Safari 11)
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
    - Secure Browser installation (to individual machines or network)
    - Wired or wireless Internet network setup

Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Section	Date
Removed instructions for and references to Sending Files from the Inbox. Edited Fig. 126, 127, and 128 to reflect current screenshot.	Appendix Section I	2/21/20
Added instructions for and references to Sending Files from the Inbox. Edited Fig. 126, 127, and 128 to reflect current screenshot.	Appendix Section I	3/19/20
Updated instructions for accessing longitudinal reports.	How to Track Student Performance Over Time	3/31/20
Removed mentions of the filter details that appear under the table of results, along with the figures showing the filter details. This feature is no longer available.	How to View Test Results for Individual Students How to Filter Tests to Display	3/31/20
Corrected "All Assessments" option to "All Subjects" in Step 2b. Corrected options available in Step 5.	How to Generate and Export Individual Student Reports (ISR)	4/8/20
Corrected “and trend reports” to “as well as trend reports” in bullet #5.	How to Generate and Export Individual Student Reports (ISR)	4/13/20
Updated instructions and screenshots related to Sending Files from the Inbox.	Appendix Section I	4/22/20
Removed the last sentence in the first paragraph (“And you can generate and export both Individual Student Reports (ISRs) and student data files.”). These two topics are covered in other sections of this user guide.	How to View Test Results for Individual Students	4/22/20